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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350

OPNAVINST 5218.7A
COMNAVCOMTELCOM (N16)
28 September 1992

OPNAV INSTRUCTION 5218.7A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel assigned)

Subj: NAVY OFFICIAL MAIL MANAGEMENT INSTRUCTIONS

Ref: (a) OPNAV P09B2-105(90), Standard Navy Distribution List, Part 2
(b) OPNAVINST 5112.4B (NOTAL)
(c) OPNAVINST 5112.6

Encl: (1) DOD 4525.8-M, Department of Defense (DOD) Official Mail Manual

1. Purpose. To issue the Department of Defense (DOD) regulations and policies on the handling and processing of official mail contained in enclosure (1). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5218.7.

3. Background. This instruction supplements the policies and procedures set forth in enclosure (1) and provides additional guidance for the processing, receipt, and dispatch of Navy official mail. In addition, this instruction establishes the Navy Official Mail Cost Control Program (NOMCCP) which emphasizes the use of those classes of mail, special, and supplemental postal services that meet the security, accountability and delivery requirements of the material being shipped at the most economical cost to the Government.

4. Policy and Operational Channels

a. Official mail management within the Navy is directed for the Chief of Naval Operations (CNO) by the Director, Space and C4 Systems Requirements (CNO (N6)) through Commander, Naval Computer and Telecommunications

Command (COMNAVCOMTELCOM) (Code N16) and the chain of command set forth in reference (a), section 3.

b. COMNAVCOMTELCOM (Code N16) shall be the single point of contact with the Military Postal Service Agency (MPSA) on official mail policy matters and with the U.S. Postal Service (USPS) on official mail operational and billing matters.

5. Decentralizing Budgeting and Payment of Official Mail Costs. The Navy intends to switch from penalty to prepaid postage and to decentralize the budgeting and payment of its official mail costs from the headquarters to major claimant/user level. In the interim period, until funds budgeted in the Navy Central Postal Fund are reallocated to the accounts of the major claimants and an implementing directive setting forth a detailed plan of action and milestones is issued, official mail costs will continue to be paid centrally and the provisions of this instruction will apply.

6. Navy Official Mail Cost Control Program (NOMCCP)

a. Each command shall designate an Official Mail Manager (OMM) per enclosure (1), paragraph C1, who shall be responsible to the commanding officer for the official mail functions of the command.

b. The person designated as Postal Officer for the command per references (b) and (c), when charged with the operation of a military post office, or persons assigned duty in a military post office, may not additionally be designated as OMM for the command since a conflict of interest could result.

c. The OMM of the host command or the command operating the official mail metering site shall coordinate/provide the official mail management training per enclosure (1), chapter 2, paragraph C2 for all tenant activities and/or commands served.

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d. The host or senior command in an area shall coordinate mail support to insure that:

(1) The number of official mail metering sites are kept to a minimum per enclosure (1), chapter 2, paragraph B7.

(2) Guard mail systems are available and integrated so that both classified and unclassified material can be transported between Navy activities located on the same installation or within the same geographic area without postage having to be affixed.

e. Host commands shall provide official mail support on a nonreimbursable basis to:

(1) Tenant Navy commands.

(2) Tenant Marine Corps commands.

(3) Other DOD component tenant commands using less than \$10,000 in official postage annually.

f. Marine Corps host commands will provide official mail support to Navy tenant activities on a nonreimbursable basis.

g. Adherence to official mail management regulations, policies, and procedures shall be accomplished under the auspices of the Navy Command Inspection Program and enclosure (1), chapter 2, paragraph C4.

7. Special Postal Services. In addition to the authorized uses listed in enclosure (1), chapter 3, paragraph I, Navy commands are authorized to use registered, certified, numbered insured and certificates of mailing for the following purposes.

a. **Registered.** Service records, medical records and records of courts-martial.

b. **Certified.** Confidential material to facilities cleared for access to classified information under the DOD Industrial Security Program or any non-DOD agency of the Executive Branch.

c. **Numbered Insured.** Motion pictures sent from or to the Navy Motion Picture Exchange, Brooklyn, New York.

d. **Certificate of Mailing.** Commissary store mailings of vendor coupons to the clearing house.

8. Computation of Postage and Fees

a. Computation of postage and fees shall be per enclosure (1), chapter 3, paragraph J.

b. Navy overseas activities and ships/mobile units with Fleet Post Office (FPO) addresses shall compute postage and fees based on the rates applicable to their assigned FPO address.

9. Express Mail. Effective immediately command OMMs are authorized to approve use of express mail per enclosure (1), chapter 3, paragraph K.

a. Tenant activities shall request approval to use express mail from the host command or the command providing the postage.

b. Postage shall be affixed to express mailings by postage meter imprint or postage stamps and placing the words, "metered" or "stamps," in the express mail label's customer number block. The Navy Government Agency Code 043 shall not be used for express mailings.

10. Business Reply Mail (BRM)

a. Business Reply Permit No. 12503 has been issued to the Department of the Navy for official business reply mail (BRM). This permit may be activated by any Navy activity at any civil post office, except military post offices, where the BRM is to be returned.

b. Before distributing BRM, commands shall submit Postal Service (PS) Form 3614-A, Application for a BRM Permit, to the post office where the BRMs are to be returned. The form shall include:

(1) BRM permit number - 12503.

(2) Agency code - 043.

(3) Agency subcode - commands Unit Identification Code (UIC).

(4) Whether the agency desires to set up a BRM account.

c. Commands may pay for BRM by setting up a BRM account to be billed to the Navy Central Postal Fund or by paying for BRM upon delivery:

(1) No BRM account established:

(a) Surcharge of 40 cents per piece in addition to the applicable postage.

(b) Payment must be on delivery by postage meter imprint or penalty mail stamps.

(2) BRM Account established:

(a) Requires payment of \$185 annual accounting fee, to be charged to the Navy Central Postal Fund, at each post office through which BRM will be delivered.

(b) Ordinary BRM - 9 cents per piece in addition to applicable postage.

(c) Business Reply Mail Accounting System (BRMAS) - 2 cents per piece in addition to applicable postage.

d. Prior to distributing BRMs commands shall:

(1) Coordinate with their USPS account representative to ensure the BRM is formatted correctly.

(2) Evaluate BRM requirements per enclosure (1), chapter 3, paragraph N to determine if it would be more cost effective to use premetered postage or penalty mail stamps.

(3) Coordinate BRM requirements with other commands in the area to avoid the cost of establishing separate accounts.

(4) Qualify BRMs for BRMAS whenever possible to take advantage of the lower surcharge.

11. Merchandise Return Service (MRS). Permit number 905 has been assigned to the Department of the Navy for MRS purposes:

a. MRS allows commands to authorize individuals or activities outside of the U.S. Government to send single piece first-class (including priority mail), single piece third-class, single piece fourth-class and bound printed matter to the command without having to pay the postage.

b. Commands desiring to use MRS should contact COMNAVCOMTELCOM (Code N16) for detailed instructions on application procedures, payment of the annual permit fee, and other charges relating to MRS.

12. Permit Imprints. Permit imprints provide a means of achieving positive accountability for the postage charges involved in a mailing without having to affix postage stamps or individually meter each piece:

a. Permit Number G-9 has been issued to the Navy for official permit mail. It is authorized for use by all Navy activities served by a civil post office, except a military post office, for all classes of permit mail except second-class, BRM and express mail.

b. Commands desiring to make permit imprint mailings must submit PS Form 3601, Application to Mail Without Affixing Postage Stamps, to the post office where the mailings will be made. A separate application is required for each mailing point where permit imprint mailings are to be entered into the mail.

c. Request for printing contractor use of the G-9 permit shall be forwarded by letter to the Defense Printing Service Management Office, Code 51, Washington Navy Yard, Building 176-2, 901 M Street SE, Washington, DC 20374-5087, who in turn will prepare and forward the formal application to the appropriate post office for approval.

d. All permit imprint mailings must be submitted with the appropriate mailing statement showing the mailer's address, permit number, Navy agency code (043) and subcode (command's UIC).

13. Postage Meters

a. Per enclosure (1), chapter 3, paragraph S1, postage meters shall be used to the maximum extent possible on mail that cannot be sent under permit imprint.

b. Commands desiring to obtain postage metering equipment must request approval from COMNAVCOMTELCOM (Code N16). Such requests shall be forwarded via the chain of command and include the:

(1) Type, quantity and estimated cost of postage metering equipment to be procured.

(2) Estimated volume of official mail to be processed on a daily basis.

(3) Current method of handling official mail.

(4) Endorsement/recommendation of the host or senior command in the area or the command which operates the mail metering site.

c. Per enclosure (1), chapter 5, paragraph C1, a meter license is required from USPS to operate a postage meter.

(1) The meter manufacturer's representative will assist commands served by a civil post

office in completing and submitting PS Form 3601A, Application for a Postage Meter License, to the local post office where the meter will be inspected and/or set and reset.

(2) Official postage meters operated by commands served by a military post office shall be licensed by the serving gateway postmaster and initially set, reset and checked in and out of service per instructions contained in reference (b).

14. Penalty Mail Stamps

a. Penalty mail stamps are similar to ordinary mail stamps but are designed specifically for use on official mail.

b. Commands desiring to obtain penalty mail stamps must request approval from COMNAVCOMTELCOM (Code N16). Such requests shall be forwarded via the chain of command and include the:

(1) Rational for obtaining penalty mail stamps.

(2) Estimated volume of official mail processed on a daily basis.

(3) Current method of handling official mail.

(4) Endorsement/recommendation of the host or senior command in the area and/or chain of command.

c. Upon approval, COMNAVCOMTELCOM (Code N16) will furnish specific instructions to the command on how to requisition penalty mail stamps.

d. Penalty mail stamp requisitions shall be prepared by the OMM and signed by the commanding officer or an officer authorized to sign by direction.

e. Penalty mail stamps received from the Stamp Distribution Office (SDO) shall be opened by the command OMM in the presence of a witness:

(1) The OMM and witness shall both verify that the stamp stock received agrees with the items listed on the shipping copy of the PS Form 17-G.

(2) If no discrepancies are noted, the OMM and witness shall sign the shipping copy of PS Form 17-G certifying that the stamp stock listed was received.

(3) Retain the shipping copy of the PS Form 17-G for 2 years for record purposes and destroy the customer copy (copy 3) of the PS Form 17-G which was held for record purposes when the requisition was originally submitted.

(4) If a discrepancy is noted, send a letter immediately to the SDO from which the requisition was received, with copy to COM-NAVCOMTELCOM (Code N16), setting forth the circumstances of the discrepancy and including a copy of the applicable PS Form 17-G.

f. To prevent unauthorized use, the OMM shall:

(1) Maintain records reflecting the number and cost of penalty mail stamps requisitioned, used, and on hand. PS Form 3295, Daily Records of Stamps, Stamped Paper and Non-Postal Stamps on Hand, may be used for this purpose.

(2) Maintain a signature receipt record for all penalty mail stamps transferred for use on a sub-custody basis.

(3) Require all persons having sub-custody of or utilizing penalty mail stamps to maintain a daily record reflecting the value of penalty mail stamps received, number of mailings, total postage expended and total value of penalty mail stamps on hand at the end of the day.

15. Address Format

a. To be compatible with USPS automation requirements, all official mail addresses will be typed or printed by other mechanical means in upper case letters and contain no punctuation except for the hyphen in the ZIP + 4 code.

b. Official mail addresses (both delivery and return) will be limited to five lines, formatted with a uniform left margin, and be limited to a maximum of 47 characters per line, including spaces:

XXXXXXX	--	Title of official in charge.
XXXXXXX	--	Optional line.
XXXXXXX	--	Name of DOD activity.
Street address, Suite #		
or P.O. Box #	--	Delivery address line.
City State ZIP + 4	--	Last line.

c. The lines of an official mail address are discussed below:

(1) **Title of Official in Charge.** Navy correspondence shall be addressed to the official in charge of the activity (i.e., Director, Commander, Commanding Officer, etc.). When known the action officer's name may be placed in parentheses at the end of this line or the optional line may be used to identify a specific person or section within the activity.

(2) **Optional Line.** This line may be used to direct mail to a specific person or section when the name of the activity line and the title of official in charge line do not adequately identify the addressee.

(3) **Name of Activity Line.** For addressing purposes, the short title (Plain Language Address (PLA)), less city and state, will be used. For example, the Activity line for the Pacific Division, Naval Facilities Engineering Command will be addressed "PACNAVFACENGCOM."

(4) **Delivery Address Line.** This line, except for ships, will consist of either a street address, post office box number, postal service center

number and box number or unit number with or without box number.

Examples

Street Address:	1775 JOHN PAUL JONES BLVD
Post Office Box:	PO BOX 405
Post Service Center Number:	PSC 467 BOX 291
Unit Number:	UNIT 30001
Unit Number with Box Number:	UNIT 62001 BOX 426

(5) **City, State, ZIP + 4 Code Line.** The post office (city), state and ZIP + 4 will appear in that order on the bottom line of the address. Except for military post office (MPO) addresses, the standard two-letter abbreviation will be used

for the state. In the case of MPO addresses, APO or FPO is used in lieu of the city and "AE" (Armed Forces Europe), "AA" (Armed Forces Americas), or "AP" (Armed Forces Pacific) in lieu of the state.

Examples

Civilian Post Office Address:	NORFOLK VA 23511-5218
Military Post Office Addresses:	FPO AE 09501-4665
	FPO AA 09508-0008
	FPO AP 96349-1100

16. Navy Mailing Policy

a. The class of mail service selected for official mail shall be the one that meets the security, accountability, and delivery requirements of the material being shipped at the lowest cost:

b. All mailings destined for the same addressee and/or area shall be consolidated, by class, into the fewest number of mailings possible.

c. Activities generating large quantities of mail on a consistent basis shall, to the maximum extent possible, take advantage of available postal rate/work sharing discounts.

17. Change Recommendations. Send recommended changes to this instruction via the chain of command to:

HEAD NAVY DIRECTIVES POSTAL/RECORDS MGMT
COMNAVCOMTELCOM (N16)
WASHINGTON NAVY YARD BLDG 166
901 M STREET SE
WASHINGTON DC 20374-5071

18. Action. Addressees will ensure the thorough knowledge of and compliance with this instruction by all personnel associated with the origination, handling, and processing of official mail.

19. Forms. All postal service (PS) forms, except PS Form 17-G, Penalty Mail Stamp Requisition, are available from local post offices. PS Form 17-G may be obtained from COMNAVCOMTELCOM (Code N16).

W. E. JORDAN, JR.
Deputy Director, Space and C4
Systems Requirements

Distribution:
SNDL Parts 1 and 2

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Washington, DC 20374-5074 (60 copies)

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DOD OFFICIAL MAIL MANUAL

JULY 1987

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(PRODUCTION AND LOGISTICS)**

30 JUL 1987

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(Formerly NTIS-35)
Department of Commerce

Enclosure (1)



ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-8000

DoD 4525.8-M

PRODUCTION AND
LOGISTICS

July 30, 1987

FOREWORD

This Manual is issued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980. It prescribes uniform procedures and responsibilities for administering DoD official mail. It replaces DoD Instruction 4525.8 "Official Mail," September 9, 1981, which is hereby cancelled.

The provisions of this Manual apply to all DoD Components (the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Defense Agencies, and activities administratively supported by OSD).

This Manual is effective immediately and is mandatory for use by all DoD Components. DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective Components. Any supplementary instructions shall be approved by the Executive Director, Military Postal Service Agency (MPSA), before publication. Two copies of any supplementary instructions shall be provided to the MPSA when they are published.

Forward recommended changes to the Manual through channels to:

Executive Director
Military Postal Service Agency
ATTN: DoD Official Mail Manager
Alexandria, VA 22331-0006

DoD Components may obtain copies of this Manual through their own publication channels. Other federal agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, telephone (703) 487-4650.

Records management responsibility for this publication is assigned to The Adjutant General's Office, Department of the Army. This responsibility includes the retirement of records.

Robert B. Costello
Assistant Secretary of Defense
(Production and Logistics)

* Changes 1 and 2 have been incorporated into this document.

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DoD OFFICIAL MAIL MANUAL

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REFERENCES

- (a) DoD Directives 4525.6, "Single Manager for Military Postal Service," May 5, 1980
- (b) U.S. Postal Service Domestic Mail Manual¹
- (c) U.S. Postal Service International Mail Manual¹
- (d) U.S. Postal Service Postal Bulletin¹
- (e) U.S. Postal Service Poster (Postage Rates, Fees, and Information)²
- (f) U.S. Postal Service Zone Chart²
- (g) U.S. Postal Service Publication 25, "a Guide to Business Mail Preparation"²
- (h) U.S. Postal Service Notice 67 -- "(An unnamed template for use with USPS Publication 25)"²
- (i) U.S. Postal Service Publication 28, "Postal Addressing Standards"²
- (j) Title 39, Code of Federal Regulation, Section 310 and 320
- (k) Title 40, United States Code, Section 726
- (l) Comptroller General of the United States Decision B-114874, October 13, 1978
- (m) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by 5200.1, June 7, 1982
- (n) DoD Directive 1015.6, "Funding of Morale, Welfare, and Recreation Programs," August 3, 1984
- (o) Title 18, U.S. Code, Chapter 31, Section 641
- (p) DoD Instruction 2010.1, "Support of International Military Activities," September 2, 1981
- (q) U.S. Postal Service Publication 350, "How to Order and Use Official Mail Stamps and Postal Stationary"
- (r) Title 18, United States Code, Section 1719
- (s) Article 27 of the Vienna Convention on Diplomatic Privileges and Immunities
- (t) DoD 5400.1-R, "DoD Freedom of Information Act Program," October 1990 authorized by DoD Directive 5400.7, May 13, 1988
- (u) Title 39, United States Code, Sections 401, 404, 601-606
- (v) Title 18, United States Code, Sections 1693-1699

¹Available on subscription basis from Superintendent of Documents, Government Printing Office, Washington, DC 20402-0001

²Available from local post office

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CHAPTER 1

INTRODUCTIONA. PURPOSE

This Manual carries out DoD Directive 4525.6 (reference (a)) by establishing the DoD Official Mail Cost Control Program (OMCCP). The objective of the program is to control DoD official mail costs through proper and cost-effective use of the United States Postal Service (USPS), international mail, and postage of other countries.

B. TERMS AND ABBREVIATIONS

Terms and abbreviations used in this Manual are explained in "Appendix A."

C. RESPONSIBILITIES

1. DoD Components are responsible for carrying out this DoD program within their respective Components.
2. Each individual who prescribes, creates, designs, or prepares pieces for mailing shall comply with this Manual.

D. REQUIRED PUBLICATIONS

1. United States Postal Service (USPS) Domestic Mail Manual (DMM) (reference (b)). This is the primary USPS manual used in the operation of post offices. It contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements. It is required for each postage meter location using more than \$10,000.00 in postage annually; installation official mail manager (OMM) or equivalent; intermediate headquarters OMM having inspection/staff responsibility; major command (MACOM) OMM; and DoD Component OMM.
2. International Mail Manual (IMM) (reference (c)). The IMM contains regulations, classification, and other requirements for mailing between the United States and non-military post office addresses in other countries. It is required only where international mail is frequently used.
3. USPS Postal Bulletin (reference (d)). This by-weekly publication is used to announce interim changes to the DMM and IMM. It is required at each location where the DMM or IMM is required.
4. USPS Poster 103 (Postage Rates, Fees, and Information) (reference (e)). This poster is required for each location where postage and fees are determined.
5. Postal Zone Chart (reference (f)). This chart tells in what zone the various ZIP codes are located. It is required for each location where postage is determined.

6. USPS Publication 25, "A Guide To Business Mail Preparation" (reference (g)). This publication assists mailers in making their mail compatible with the automated postal processing system and allows mailers to benefit from improved service and reduced mail processing costs. This publication is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

7. USPS Notice 67 (reference (h)). This template is to be used along with USPS Publication 25 when designing letter size mail for automated processing. It is required for each installation of equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

8. USPS Publication 28, "Postal Addressing Standards" (reference (i)). This publication describes standardized formats for addresses to be used on mail. It is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection/staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

9. DoD 4525.8-M (DoD Official Mail Manual) (this publication). DoD 4525.8-M is required for each postage meter location; activity official mail manager (OMM); installation OMM or equivalent; intermediate headquarters OMM having inspection/staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

E. SEARCH AND SEIZURE

USPS inspections, search procedures, and postal laws apply to official matter only while it is mail. Official matter may be searched or seized by official mail managers (OMM) and assistant official mail managers (AOMM) as follows:

1. Outgoing official mail items

a. Before they are postmarked by a postage meter.

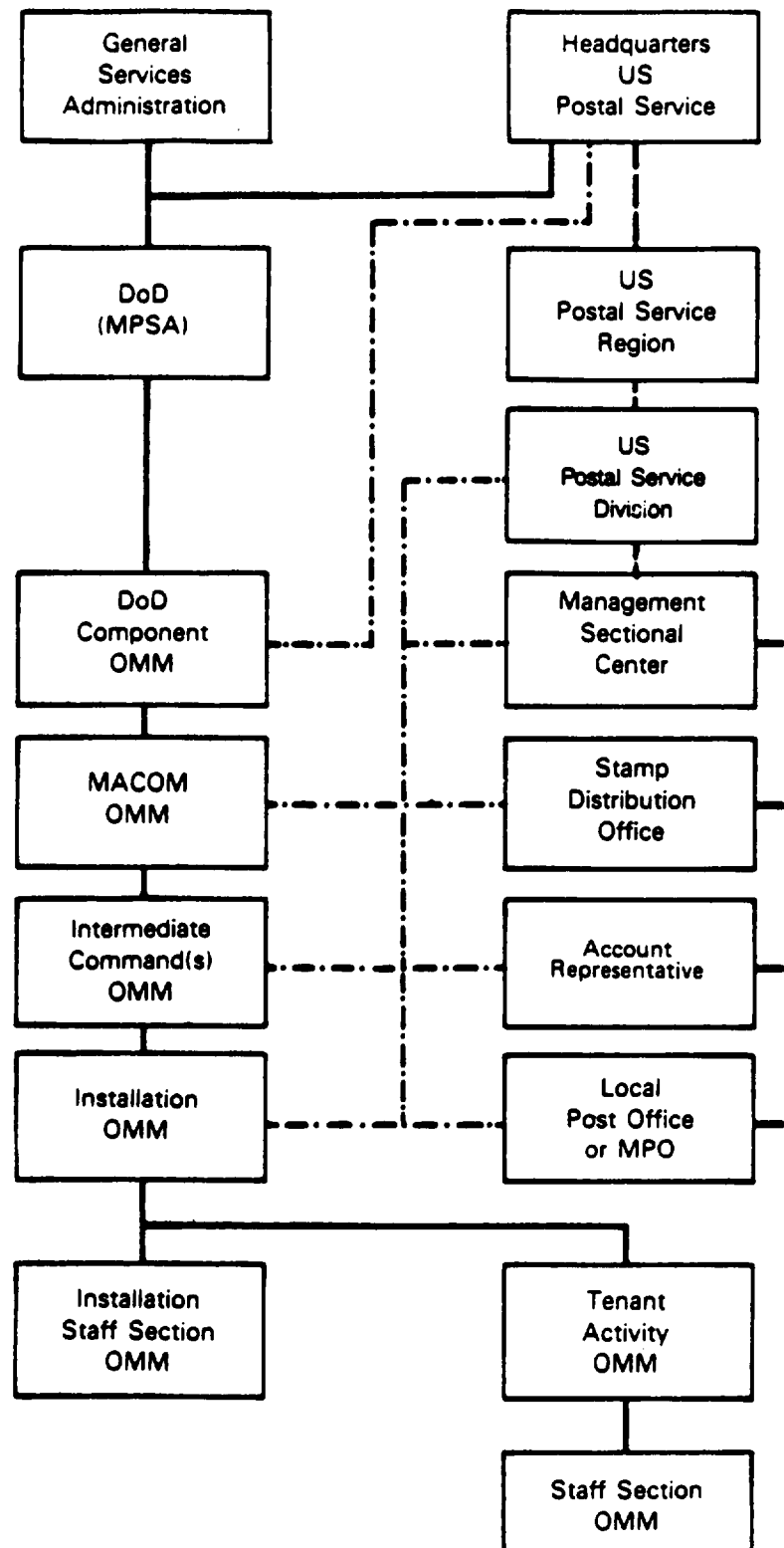
b. Bearing postage stamps or permit imprints before they are placed in a USPS mail box or placed under control of USPS or its representative, whichever occurs first.

2. Incoming official mail items after control passes from USPS or its representative to representatives of the addressee.

F. POLICY AND OPERATIONAL CHANNELS

MPSA shall be the single point of contact with the General Services Administration and USPS on official mail policy matters. Heads of DoD Components shall coordinate with the USPS only on official mail operational matters such as the use or misuse of official mail and billings for postage and fees. DoD Component field elements are authorized and encouraged to coordinate operational and routine matters with their local postal facility. "Figure 1-1" illustrates DoD official mail policy and operational channels.

DoD OFFICIAL MAIL POLICY AND OPERATIONAL CHANNELS



- = Technical chain (of command) for all policy matters (and problems unsolvable at lower command level) with USPS.
- .- = Postal operational matters only.
- = USPS chain of command.

Figure 1-1
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CHAPTER 2

DoD OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP)A. PURPOSE

This chapter establishes:

1. The DoD Official Mail Cost Control Program (OMCCP).
2. The requirement for appointing OMMs and a description of their duties.

B. OMCCP POLICIES

1. All items not required to be shipped by USPS (see subsection B.3. of this chapter, below) shall be shipped by the most cost-effective carrier meeting the required delivery date and security requirements. This requires coordination between the OMM and the appropriate transportation office. In addition to carriers' fees, consideration must be given to how much it costs to prepare the item for shipment via the various carriers and whether or not the carrier actually delivers the item directly to the addressee when carrier's fee includes such delivery.

2. When mailed, official matter shall move at the lowest postage and fees cost to meet the RDD, security, and accountability requirements. (see chapter 3.)

3. "Letters" as defined by Private Express Statutes, and those items listed in DMM 321.1, shall be transported via USPS unless they are covered by an exemption in Title 39, Code of Federal Regulations, Sections 310 or 320 (reference (j)). (See Appendix A for list of Private Express Statutes.)

4. Direct accountability penalty indicia and prepaid postage are the only authorized methods of paying postage within the Department of Defense. Prepaid postage is the preferred method. As soon as possible, but not later than September 30, 1991, DoD components shall decentralize the budgeting for and payment of postage to the user level--the level that obtains postage from the post office.

5. DoD official mail costs shall be managed through the OMCCP.

6. Use of USPS services shall be coordinated with local USPS account representatives or military post office (MPO).

7. Whenever possible, official mail preparation procedures and processing shall be integrated to ensure optimum use of personnel, equipment, and postage cost reduction practices such as consolidated mailings, presort discounts, permit mailings, and drop-shipments.

8. Unauthorized use, loss, or theft of appropriated fund postage shall be reported and reviewed to determine any appropriate reimbursement of postage costs. (See Chapter 3, Section Q).

9. "Resident," "occupant," or similar forms of address shall not be used "except on items addressed to Government quarters/housing.

10. Only permit indicia (other than business reply and merchandise return) may be placed on unaddressed items.

11. All policies requiring or authorizing use of official mail shall be coordinated with the activity OMM prior to publication.

12. The host DoD component shall provide official mail support on a nonreimbursable basis, including appropriated fund postage and fees, for all DoD tenants using less than \$10,000.00 in postage and fees annually. Tenants using \$10,000.00 or more are responsible for paying for the entire amount they use. Host activities shall coordinate with tenant activities during each POM/Budget cycle to ensure the tenant has an opportunity to identify projected mail volume increases/decreases that may affect the host's manpower/postage costs. If a tenant's postage costs exceed that which was budgeted, e.g. increase in mission requirements, the tenant is expected to reimburse the host for the excess amount. New tenants activated after a budget cycle has started should not expect the host activity to fund any postage until the next budget cycle. In this case, the tenant shall reimburse the host activity for postage costs incurred during the out-of-cycle period only.

13. Official mail and official mail centers transport physical objects from one location to another. Even though they may be managed separately, they are an integral part of an activity's transportation plan.

C. PROGRAM ADMINISTRATION

1. OMM appointments

a. Installations, activities, and staff elements, and DoD components shall appoint OMMs. Assistant OMMs may be appointed to perform the OMM duties when the OMM is absent. The appointment may be an additional duty appointment. It shall be made in writing and shall include the appointee's official address and telephone number. Copies will be distributed and filed as follows:

(1) For staff element OMMs, copies are sent to their activity OMM.

(2) For activity OMMs, copies are sent to their next higher command's OMM.

(3) For tenant activity OMMs, copies are sent to their host installation OMM.

(4) For DoD Component OMMs, copies are sent to the DoD official Mail Manager, Military Postal Service Agency, Alexandria, VA 22331-0006.

b. OMMs shall be commissioned, warrant, or noncommissioned officers (E-7 or higher) or DoD civilians (GS-7 or higher). This requirement is waived only when the activity concerned has no personnel in the grades specified.

c. When application of postage is contracted out under the A-76 Program, the DoD Component's representative responsible for ensuring quality of performance by the contractor shall:

(1) Meet all requirements for an OMM.

(2) Use the contract's quality assurance surveillance plan to monitor the quality of contractor performance and ensure DoD official mail policies and procedures are followed.

d. Frequent changes of OMMs shall be avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the old OMM departs.

2. OMCCP training requirements

a. The video "Managing Your Postage Meter" (P.I.N. 505244) is an excellent training tool for new OMMs, official mail center supervisors, and postage meter operators. It is an excellent review tool for more experienced personnel.

b. Secretaries; clerk-typists; personnel producing forms, publications and periodicals; personnel who determine postage; and OMMs shall receive training on the following subjects from the installation OMM within four months after assignment. These personnel and all action officers shall receive annual updates. The video "Official Mail--It Isn't Free," (P.I.N. 504362DD) should be used as part of this training.

(1) Other methods of communicating and shipping material.

(2) Material that cannot be mailed.

(3) Classification of mail.

(4) Special postal services and discounts.

(5) International mail requirements.

(6) Postage and fees required.

(7) Penalties for private use of official mail.

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- (8) Protection of mail.
- (9) Performing mail surveys.
- (10) Addressing mail.
- (11) Cost-saving methods.

c. Training objectives shall be continuously reinforced by routine distribution of current postal information.

3. OMCCP supervision requirements

a. All OMMs shall:

- (1) Be sure mail users know when and how to contact their OMM.
- (2) Supervise mailing practices.
- (3) Report misuse of official mail to the commanders of alleged violators.
- (4) Establish controls on postal expenditures to create a cost effective mail management program.

b. Activity OMMs shall:

- (1) Keep the commander informed on the effectiveness of the OMCCP and problem areas.
- (2) Supervise the activity's OMCCP.
- (3) Annually contact, offer assistance, guidance, and training, and discuss mailing requirements with activities within their jurisdiction that produce forms, publications and periodicals, or are involved with contingency or similar planning. A record of these discussions should be kept to make future inspections easier.
- (4) Inspect incoming mail at least once a week and report deficiencies to the mailing activity OMM.
- (5) Inspect outgoing mail at least once a week at the final preparation point to:
 - (a) Determine where additional training is needed and which policies and procedures need additional emphasis.
 - (b) Ensure proper preparation. Items containing errors or deficiencies in preparation shall be returned for correction. (See chapters 3, 4, 5, and 6 for preparation instructions.)

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- (6) Monitor spoiled meter postage instances to reduce their occurrence and insure proper disposition.
- (7) Analyze the use of postage to initiate procedures for more cost effective usage.
- (8) Maintain liaison with appropriate supply and procurement activities to ensure that only postal related items such as envelopes, cards, and labels that meet requirements of this Manual and the USPS are ordered and stocked.
- (9) Establish proper control and auditing measures in overseas locations if host country postage is procured and used.
- (10) Order, verify shipments, safeguard, and issue postage stamps when use is authorized.
- (11) Know their USPS account representative and other appropriate USPS officials.
- (12) Whenever possible, belong to and attend meetings of the local USPS sponsored Postal Customer Council. Consider starting a Postal Customer Council if one does not exist in the area.

4. OMCCP Inspections

- a. Component headquarters, MACOMs, and intermediate commands shall conduct internal headquarters OMM inspections at least once a year. Inspections of subordinate installations and activities shall be conducted at least every two years if the component uses penalty mail and at least every three years if it uses prepaid postage. These inspections may be combined with other inspections and staff assistance visits.
- b. Installations or equivalent OMMs shall inspect all of the installation's staff activities, subordinate activities, and tenant activities annually. These inspection reports shall be filed and made available for review during MACOM and Inspector General inspections, and staff assistance visits.
- c. DD Form 2495 (Official Mail Manager's Inspection Checklist) may be used for inspections. Local reproduction of this form is authorized. (see "Figure 2-1.")

5. OMCCP Surveys and Tests

Surveys and tests may be required periodically to determine the transit time and the volume of official mail, by class and special postal service, being entered into the USPS. When surveys are directed, the originator provides instructions.

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6. Information Requirements

DoD Components using prepaid postage shall report such purchases. Report Control Symbol (RCS) DD-P&L (Q) 1833 applies. Each Component's summary report shall be received by the DoD Official Mail Manager, Military Postal Service Agency, Alexandria, VA 223331-0006, not later 30 November, 28 February, 31 May, and 31 August of each year and shall cover purchases for the proceeding fiscal quarter. Purchases shall be reported using the following thirteen Mail Codes. Overseas using host country postage shall include such purchases under the appropriate mail code. ALL mail codes shall be reported in numerical sequence each quarter (Show a zero where applicable.).

a. 1001 Address Correction. Chargers for address correction must be paid either by cash or deduction from a Postage Due Advance Deposit Trust Account (ADTA). Report under Mail Code 1001 only if payment is made by cash.

b. 1002 Reply Mail (BRM). Charges for BRM may be paid by cash, deduction from postage due account, or a BRM or Business Reply Mail Accounting Systems (BRMAS) ADTA. Do not report under Code 1002 payments made by deduction from a postage due account.

c. 1003 Express Mail. Postage for Express Mail may be paid by cash, postage stamp, postage meter imprint, or Express Mail Corporate Account. Report under this mail code only postage paid by cash or by deduction from and Express Mail Corporate Account.

d. 1004 Return Service. This service can only be paid for by deductions from an ADTA.

e. 1005 Meter Settings. Payments for postage meter settings (purchases) can be made via cash, check, or deduction from and ADTA. In all cases, report the purchases under Code 1005.

f. 1006 Contractor Reimbursement. Some contracts may require the contractor to pay postage on items shipped and the DoD activity to reimburse the contractor. Such postage is usually a separate item on an invoice. Use this code to report such reimbursements.

g. 1007 Permit Fees. Permit fees must be paid by cash or check.

h. 1008 Permit Mailings. Postage on permit mailings (other than BRM, merchandise return service, and second class requester publication rate) can be paid via cash, check, or deduction from an ADTA. In either case, report the purchases under Code 1008.

i. 1009 Postage Due. Postage Due (short paid mail) and postage on Postage Due Penalty Mail can be paid via cash, check, or deduction from an ADTA. When an ADTA is established, charges for BRM and address correction can also be deducted. If they are, they should not be reported under the

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Codes for BRM and address correction. In either case , report the purchases under Code 1009. Postage Due Penalty Mail can also be paid with postage stamps or postage meter imprints; when this is done the postage is not reported under Code 1009. When a postage due ADTA is established, all short-paid mail is deducted from it and you do not have the right to have some items returned to the sender for additional postage.

j. 1010 Postage Stamps. Purchases of postage stamps must be paid for by cash, check, or credit card. NOTE: Do not include stationary items such as postal cards and envelopes which are reported under Code 1011.

k. 1011 Postage Stamp Env/Cards. Purchases of these items must be paid for by cash or check.

l. 1012 Reg Pub Rate, Second-class. Payment for these mailings is made by deduction from an ADTA.

m. 1999 Total. This code is used to report the total of the quarter's purchases.

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OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST				A. DATE	
For use of this form, see DoD 4525.8-M. The proponent agency is Military Postal Service Agency.					
B. TO (Inspected Activity)			C. FROM (Inspecting Activity)		
INSTRUCTIONS Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to DoD 4525.8-M (2.C. refers to Chapter 2, Paragraph c).					
ITEM	YES	NO	ITEM	YES	NO
1. Is current copy of DoD 4525.8-M available?			18. Are all business reply items prepared per 3.M.1 a. and 2.b.?		
2. Does installation or equivalent activity OMM have a current copy of all publications required by 1.D.?			19. Are all merchandise return service items prepared per 3.M.1 a. and 3.b.?		
3. Does each meter location have a current copy of all publications required by 1.D.?			20. Do permit imprint formats and contents comply with 3.R.1.?		
4. Is official matter being transported at the lowest cost to the Department of Defense (2.B.1. and 2.)?			21. Have logos or slogans in use been approved per 3.5.2.?		
5. Is unauthorized use of official mail reported per 2.B.8. and 3.Q.?			22. Are the printing/overprinting requirements of 4.D.2.b.(2). being followed?		
6. Are all OMMs required by 2.C. appointed in writing?			23. Are postage stamp inventories limited to amounts authorized by 5.B.1.?		
7. Are OMM appointments filed as required by 2.C.1.a.?			24. Are postage stamps ordered per 5.B.2.?		
8. Does the OMM's OMCCP training program meet the requirements of 2.C.2.?			25. Are postage stamps secured per 5.B.3.?		
9. Are the OMMs carrying out the OMCCP supervisory requirements of 2.C.3.a.?			26. Are valid USPS postage meter licenses on hand as required by 5.C.1.?		
10. Is official mail monitored in compliance with 2.C.3.b.?			27. Have unneeded USPS postage meter licenses been canceled per 5.C.1.?		
11. Are OMCCP inspections conducted as required by 2.C.4.?			28. Are USPS Forms 3603 (Receipt for Postage Meter Setting) filed (5.C.2.c.)?		
12. Is maximum use being made of consolidated mailings? (3.C.)			29. Are refunds for spoiled postage submitted (5.C.4.a.)?		
13. Are consolidated mailings prepared per 3.C.?			30. Is the record of postage used being analyzed per 5.C.6.?		
14. Is mail being marked with correct class of mail per 3.G.?			31. Are postage meters secured per 5.C.9.?		
15. Is selection of special mail services per 3.I.?			32. Are postage meter keys secured per 5.C.9.?		
16. Are the provisions of 3.K. being followed for Express Mail?			33. Is the postage metering equipment accounted for per 5.C.10.?		
17. Are all business reply items addressed to a DoD activity (3.M.1.a.)?			34. Do postage meter supplies meet requirements of 5.C.11.?		
35. RATING (X one)		a. Satisfactory b. Unsatisfactory			
NOTE: An unsatisfactory rating is mandatory if any one of items 1, 2, 3, or 34 is marked "NO," or if more than 10 percent of the remaining items are marked "NO."					
36. COMMENTS					
37. INSPECTOR					
a. NAME (Last, First, Middle Initial)			b. GRADE OR TITLE		c. TELEPHONE NUMBER
d. ORGANIZATION			e. SIGNATURE		

PREPARATION FOR MAILINGA. GENERAL

All mail shall be prepared according to instructions provided in USPS Publications 25, the DMM, and the IMM as appropriate. Activities directly involved in hostile activities, contingency operations, and field exercises may handprint or handwrite addresses when necessary. If additional guidance is needed contact the OMM. Labels may be used for addressing non-letter-sized mail.

B. PACKAGING

All matter shall be packaged and presorted in accordance with the requirements of the DMM. If in doubt, consult the local post office or account representative.

C. CONSOLIDATED MAIL

1. General. Consolidated mail is a reliable way to ship administrative and operational communications and logistical items between headquarters, depots, contractors, installations, and operational units. It remains intact while in transit and reduces the number of times the contents are sorted. Most importantly, it reduces cost because postage is paid on the total weight of the single consolidated DoD-owned container and its contents, rather than separately on each piece within the container. Under the postage rate structure, the first pound is the most expensive. As weight increases, the cost per pound decreases. The cost and weight of the container and any package material must be considered in the mailing cost. Consolidated mailings shall be made when they are cost effective.

2. Container

a. The proper selection of the container is critical to the success of consolidated mailings. See chapter 6 and the DMM for tips on package preparation.

b. The containers listed below have been successfully used, are disposable, and shall be re-used whenever possible.

(1) DoD mail bags (see subsection C.4. below).

(2) Carton, 11 1/4 by 8 3/4 inches. Stock number 8115-00-861-1574.

(3) Carton, 12 by 10 by 8 inches. Stock number 8115-00-179-0575

(4) Plastic envelopes, light-weight, heat sealed.

(5) Shrink-wrap plastic.

(6) Sack, shipping 10 1/2 x 16 inches. Stock number 8105-00-145-0444.

(7) Sack, shipping 14 1/2 x 20 inches. Stock number 8105-00-145-0446.

c. USPS-owned pouches shall not be used as a container for consolidated mailings. The DMM requires each piece of official mail placed in a USPS-owned pouch be individually addressed and bear the correct postage. The pouch and its contents cannot be counted as a single piece of mail. This applies even when the entire contents are for one addressee and the pouch is labeled to that addressee.

3. Preparation

a. Individual consolidated mail shipments shall be packaged as required by the DMM for the appropriate class of mail and applicable postal services such as registered.

b. Non-First-Class Mail may be combined with First-Class Mail only when cost effective.

c. Large paper envelopes or cartons may be addressed and postage placed on the container or on an address label. If a label is used, the postage meter tape or postage stamps shall overlap the upper right edge of the label. "Consolidated mail" or "CM" shall be placed immediately below the return address. These containers are to be opened and sorted in the addressee's correspondence distribution center.

4. DoD Mail Bags

a. Are inexpensive, made of light-weight woven plastic material, and available through General Services Administration contracts. Bags sizes are specified in the contracts. They are disposable, but shall be reused when possible. To hang the bags on bag racks, make the necessary holes by using a blunt object to push aside the bag material rather than cutting the material. The holes should be at least one inch from the top.

b. Shall be sent to DoD addressees only.

c. Shall be addressed by placing DD Form 2388 (DoD Mail Bag Label) (see "Figure 3-1") in the plastic holder sewn into the side seam. The return address shall comply with chapter 3, subsection D.

d. Postage shall be paid only by postage meter imprints, or postage due penalty mail. The plastic holder prevents canceling of postage stamps. Place postage meter imprints on the back side of the address label.

e. Shall be closed with non-reusable, locking cable ties, such as stock number NSN 5975-01-034-5871, at least 10 inches long and having a minimum loop tensile strength of 50 pounds. The ties shall be wrapped around the bag and inserted through the hole in the plastic address holder and DD Form 2388.

f. Excess bags shall be sent to activities from whom bags are regularly received.

g. Deployable units shall maintain a 30-day stock of these items for deployment purposes.

h. There are three different colors of bags.

(1) The orange colored bags shall be used only for First-Class Mail, Priority Mail, and other classes of mail which require rapid delivery. "DoD PRIORITY MAIL" shall be printed on these bags. The DD form 2388 will have the correct First-Class or Priority Mail endorsement and postage.

(2) The white colored bags move by surface transportation and shall be used only for fourth-class mail. "DoD FOURTH-CLASS MAIL" shall be printed on these bags. The DD Form 2388 will have the correct fourth-class endorsement and postage.

(3) The silver-gray colored bag shall be used only for second-, third- and fourth-class mail to , from, and between MPOs when the contents require faster delivery than regular second-, third-, or fourth-class mail. The bag moves by surface between USPS facilities, but is flown to, from, and between MPOs. It shall not be used for First-Class, Priority, or express Mail. "DoD (MOM) MILITARY ORDINARY MAIL" shall be printed on these bags. The DD Form 2388 will have the correct second-, third-, or fourth-class postage and the MOM endorsement.

i. Bags without printing and bags with names or abbreviated names of DoD Components or their activities shall not be entered into the USPS.

j. All printing on the bags shall be black.

k. Bags shall be considered defective and destroyed if any of the following apply.

(1) Holes larger than 2 inches.

(2) Rips or tears longer than 2 inches.

(3) The holder for DD Form 2388 is either missing, torn so DD Form 2388 will not stay in it, or torn so it no longer holds the cable tie in place.

D. ADDRESSES

The return address portion shall be prepared in the format shown below. The return address itself and the delivery address shall be prepared per DMM, section 122. NOTE: "Penalty for Private use, \$300" shall not be used when the postage is prepaid or when "DoD Official Intratheater Mail" is used.

(Name of the DoD Component --in all capital letters)
(activity name and address or space for it)

Official Business
Penalty for Private Use, \$300

E. ZIP CODES

Zip + 4 is the standard ZIP Code format for all DoD Components. Its use is mandatory in both return and delivery addresses beginning October 1, 1986. The MPSA/Military Departments assign the last four digits for MPO addresses. Installations, in coordination with the local postmaster, assign all others.

F. MAILING LISTS

There are various USPS and commercial data bases available which identify every piece of property to which USPS delivers. These data bases are useful for sequencing and correcting addresses and adding last four digits of the ZIP + 4 Codes. They can correct Zip Codes and spelling; add prefixes and suffixes such as north, south, road, avenue; and identify multiple occupancy building where apartment or suite numbers are necessary.

G. SELECTION OF MAIL CLASS

The "Domestic Mail Classification Table, Table 3-1," shall be used as a guide in selecting the correct mail class. The DMM and IMM provide specific guidance for types of items that may be mailed under each class of mail.

H. MARKINGS

All mail, except standard letter sized First-Class Mail, shall be marked to show the mail class. (see "Domestic Mail Classes, Endorsements, and Levels of Service Table, Table 3-2".) The markings shall be worded and placed as required by the DMM and IMM.

I. SELECTION OF SPECIAL MAIL SERVICES

The Government Losses in Shipment Act (Title 40, U.S. Code, Section 726) (reference (h)) and the Government's general self-insurance policy prohibit federal agencies from using registered and insured mail for the sole or primary purpose of obtaining postal indemnity. Claims shall not be made against the USPS for indemnity on items lost or damaged in the mail. However, Comptroller General of the United States Decision B-114874, October 13, 1978, (reference (i)) allows the Government to use registered or numbered insured mail to obtain the "special" services they offer, such as added protection or proof of delivery. Heads of DoD Components are authorized to approve the use of these services on an exception basis. This authority may not be delegated lower than installation or equivalent activity OMM. The following are DoD-wide authorized uses:

1. Registered may be used for:

- a. Criminal investigation evidence.
- b. Cash, original vouchers (disbursing and collecting), and voided or canceled checks.
- c. One-of-kind, irreplaceable, sensitive, controlled, rare, or pilferable items and items having a replacement cost in excess of \$20,000. Such items include but are not limited to calibration equipment, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanicals and art work.
- d. Mailable shipments of government-owned firearms (return receipts may be used).
- e. Commercial transportation tickets, boarding passes, and Military Airlift Command authorizations when personal delivery or pickup is not possible.
- f. Classified documents as required by DoD 5200.1-R (reference (j)) and DoD Component directives.
- g. Other communications and parcels that by law, DoD directive, or DoD Component directive must be registered.
- h. The following items with return receipts:
 - (1) Environmental samples.
 - (2) Notification of radiation exposure.
 - (3) Mailing former evidence to its owner.
 - (4) Mobilization preassignment orders to international addresses where this service is authorized.

2. Certified may be used for:

- a. Letters to establishments being declared "off limits."
- b. Adverse enlisted and officer efficiency reports and other similar actions.
- c. Controlled test material.
- d. Instructional material marked "For Faculty Use Only."
- e. Items requiring shipment by Priority Mail when the certified fee is less than the fee for other services which provide proof of delivery.

f. The following items with return receipt:

(1) Equal employment opportunity case material mailed to complainants and their representatives.

(2) Reduction-in-force notices sent to civilian employees on authorized absence.

(3) Final decisions of contracting officer issued under the dispute clause of a government contract.

(4) Show cause or cure notices issued under the default clause of a Government contract.

(5) Any other communication for which receipt is essential to create or preserve rights granted to the United States under a Government contract.

(6) Debarment letters.

(7) Delayed entry packets.

(8) Summonses and subpoenas.

(9) Adverse personnel actions for military and civilian personnel.

(10) Illegally held identification cards.

(11) Traffic or driving violations.

(12) Letters of revocation or suspension of installation driving privileges.

(13) Dishonored checks (not applicable to non-appropriated fund instrumentalities).

(14) Questionnaires to injured persons.

(15) The following legal matters.

(a) Records of trial for all Special and General Courts Martial.

(b) Decisions of the courts of military review.

(c) Officer elimination cases.

(d) Any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.

g. Other communications and parcels that by law, DoD directive, or DoD Component directive must be certified.

3. Unnumbered insured mail is delivered as ordinary mail and shall not be used. No exceptions shall be granted.

4. Numbered insured mail may be used only:

a. For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter.

b. To return borrowed library and similar items when required by the non-DoD lender.

5. Special delivery service shall not be used when the item is to be delivered to the addressee by the USPS or the military postal service. No exception shall be granted. See Chapter 3, section L for use with international mail.

J. COMPUTATION OF POSTAGE AND FEES

1. Postage and fees for domestic mail shall be computed according to the DMM and changes announced in the USPS Postal Bulletin (reference (d)). USPS Poster 103 (reference (e)) provides the information in convenient, easy-to-use form. USPS Poster 103 must be used with the Postal Zone Chart (reference (f)) for the post office where the item will be mailed.

2. Postage and fees for international mail shall be computed according to the IMM and changes announced in the USPS Postal Bulletin.

3. Properly programmed electronic scales may be used to meet the requirements of subsections J.1. and J.2., above.

4. Items mailed from one MPO to another MPO in the same theater shall have "DoD Official Intratheater Mail" typewritten, rubber stamped, or mechanically printed in the area where the postage normally would be placed. Standard penalty indicium items may also be used until current supplies are exhausted.

K. EXPRESS MAIL

1. Express Mail shall be used only when it is the most cost effective way to accomplish a mission within time, security, and accountability constraints. It shall not be used:

a. To respond to directed actions or requests for information unless using it is the only way to meet a short suspense.

b. For the purpose of correcting administrative oversights such as late suspenses when adequate time existed.

c. On days before weekends or holidays unless the sender has verified someone will be available to accept it and work on it during the weekend or holiday.

2. Heads of DoD Components are authorized to approve the use of Express Mail. This authority may not be delegated lower than installation or equivalent activity OMM.

3. Tenant activities shall request approval to use Express Mail through the host installation when the host provides the postage and fees for the tenant's mail.

4. Postage shall be paid by using:

a. Postage meter imprints and the word "metered" entered in the Express Mail label's customer number block.

b. Postage stamps and the word "stamps" entered in the Express Mail label's customer number block.

c. A USPS assigned Government Agency Expense Mail code (commonly called "P Code") placed in the customer number block on the Express Mail label. Preprint or rubber stamp the phrases "Official Business" and "Penalty for Private Use, \$300.00" immediately below the complete return address. Those phrases shall not be written or handwritten. NOTE: This method of payment is not available for Express Mail originating at MPOs; USPS has not established accounting procedures for such revenue at MPOs.

5. The sender shall submit requests for refunds for postage when Express Mail items are not available when promised.

6. Express Mail service is not available to and from all MPOs. Also, Express Mail service is not available from all USPS operated post offices to MPOs. Contact the local post office for availability information.

L. INTERNATIONAL MAIL

1. Postal Union mail: All official correspondence (letters and cards) may be sent as airmail. Packages containing official matter may be sent as airmail if the urgency in delivery justifies the costly airmail letter rates.

2. Parcel Post shall be sent only as surface mail.

3. Special delivery may be used only for delivery in countries where special delivery is the only reliable means of ensuring prompt delivery.

4. Consult the IMM or local post office for applicable postage, customs tags, special services, and restrictions before preparation for mailing.

M. MERCHANDISE RETURN AND BUSINESS REPLY

1. Merchandise return service (MRS) and business reply mail (BRM) shall:

a. Be addressed to a DoD activity. The address and ZIP + 4 bar code shall be preprinted on the item. The local post office will provide the appropriate bar code negative or positive for printing.

b. Be used only when a reply is requested on official business from an activity or individual outside the U.S. Government who is not required by law to reply and when the receipt of the reply is in the best interests of the U.S. Government.

c. Not be used to receive responses from DoD activities or personnel except retired personnel, reservists not assigned to a unit, or when the activity OMM determines this is the most cost-effective method to return correspondence course materials. DoD activities can return these items at their own expense, through their correspondence distribution center, saving the U.S. Government the applicable accounting fee.

2. BRM:

a. Is charged at the First-Class rate, plus a per-piece accounting fee.

b. Shall be prepared per DMM section 917 for prepaid postage and section 137 for penalty mail. The card format shall be used when possible. See DMM, section 322, for restrictions on preparation and use of double and single postal and postcards.

3. MRS:

a. Is charged at the appropriate Priority Mail, third-class or fourth-class rate plus a per-piece accounting fee.

b. Shall be prepared per DMM section 919 for prepaid postage and section 137 for penalty postage.

c. Shall not be used until USPS assigns permit numbers.

N. OTHER REPLY MAIL METHODS

Premetered postage or postage stamps shall be used when they are more cost effective than merchandise return or business reply. (Example: One hundred reply cards, premetered at 14 cents each, cost 14 dollars. Sixty-seven returned BRM cards cost 14 cents plus 7 cents (accounting fee) each, a total of 14.07 dollars. Users shall automatically recalculate this example when rates change.) Place postage stamps or premetered imprints only on items of known requirements. Premetered reply mail shall be prepared per the DMM section 144.

O. RESTRICTIONS ON USE OF APPROPRIATED FUND POSTAGE

Appropriated fund postage may be used:

1. By the Army and Air National Guard only for mailings pertaining to federal matters.

2. By an activity or activity commander for sending invitations to official social functions held in behalf of a DoD Component or sponsored in the name of a DoD Component. The official status of the function shall be clearly stated or readily apparent in the invitation. For example, an installation commander is authorized to use appropriated fund postage to invite community officials to an installation open house.

3. By retired members of a DoD Component, but only in the form of merchandise return or business reply items furnished to them for reply purposes.

4. For mailing change-of-address cards only for change of address resulting from carrying out written military orders. A copy of the orders must be presented with the cards.

5. For mailing bulk shipments of daily, weekly, housing, and similar bulletins consisting solely of official information to supported installations and activities only. Less costly methods of shipment must be considered and used when feasible.

6. By contractors and vendors as follows:

a. Vendors must prepay postage and fees.

b. Use of the standard penalty indicia is prohibited.

c. Contracts or purchase orders requiring DoD Components to pay the postage and fees shall require the use of mail classes and special postal services that will be at the lowest possible cost consistent with RDD, security, accountability, and USPS requirements.

d. Envelopes and labels used by a contractor shall bear the preprinted return address of the furnishing DoD activity and not that of a private person, concern, organization, or contractor.

e. When authorized, the appropriate type of special service shall be pre-printed on the envelope or label in the manner required by the USPS. Contractors shall not add their own markings for these services.

f. A permit may be used for large mailings if USPS mailing requirements are met. Contractor use of permits must be approved by the DoD Component. Application shall be submitted per DMM, section 145 for prepaid postage and section 137 for penalty mail.

g. Postage meters may be used when approved by the DoD Component. The meters shall be licensed to and under the control of the DoD Component concerned.

h. When the use of a permit or postage meter is not practical contractors shall prepay the postage and fees and be reimbursed by including such costs as a separate item on the invoice.

7. For DoD Component authorized periodicals as follows:

a. Distribution mandated by DoD Component regulations or directives.

b. Individual copies to higher headquarters in the chain of command and other public affairs offices for administrative purposes.

c. Copies in bulk to subordinate units for distribution to the units' members. Other, less expensive transportation methods shall be used if they can provide the same or faster delivery time than mail.

d. A copy to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request shall be kept on file in the editor's office as long as the periodical continues to be mailed in response to that request. The mailing list shall be limited to the minimum consistent with the needs and best interests of the command and shall not include members of the audience the publication is designed to reach.

e. Copies to other government agencies and libraries, hospitals, or schools to promote the overall command public affairs program.

f. Copies of the state Army and Air National Guard and U.S. Army Reserve Command command-level periodicals containing no advertising to the home address of the individual members. These copies shall be mailed as third-class bulk rate or appropriate second-class rate. The mailing of lower command-level periodicals is not authorized.

g. Commercial enterprise newspaper may be mailed only in accordance with paragraphs "a" and "b" above.

8. By Non-appropriated Fund Instrumentalities (NAFIs), including the exchange services and the Stars and Stripes, only for official administrative (managerial) mailings related exclusively to the business of the U. S. Government. This does not include any function that would be a normal expense of a similar commercial business, such as financial reports, a personnel management, payroll, inventory procurement and sale, collection of income, advertising, mailing of films for paid exhibition, and equipment maintenance. For example, appropriated fund postage shall not be used for the preparation and internal distribution of financial reports, as this is a normal business expense; however, it may be used to mail copies of the reports to the supervising DoD Component as this is not a normal business expense.

9. By commanders per DoD Directives 1015.6 (reference (k)) to discharge their Morale, Welfare, and Recreation (MWR) mission, but not to produce revenue. Social items such as ethnic recipes, Birth announcements, and bowling league scores are not the exclusive business of the U.S. Government and shall not be mailed with appropriated fund postage. Appropriated fund postage may be used to mail a consolidated packet containing information regarding the existence of all available MWR activities to personnel eligible to use them; however, the packet shall neither contain information on revenue producing items or events nor violate other parts of this Manual. NOTE: Title 18, U.S. Code, Chapter 31, Section 641 (reference (t)), prohibits the use of appropriated fund postage on personal mail.

10. By prisoners in a nonpay status for personal mail per DoD Component directives.

P. UNAUTHORIZED USES OF APPROPRIATED FUND POSTAGE

The use appropriated fund postage is not authorized on:

1. Matter that is not exclusively U.S. Government business.
2. Material delivered by a method other than the USPS.
3. Nonmailable items, such as items that are undersized, oversized, overweight, or explosive. Obtain information about items that are not mailable from the local post office.
4. Postcards, unless the cards are DoD or DoD Component approved forms.
5. Official material, such as daily, weekly and housing bulletins containing unofficial information.
6. Information sent by DoD Components about non-mandatory events. Use the correspondence distribution center, the installation bulletins or newspaper, or other methods to distribute this type of information.
7. Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position.
8. Personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organization or persons in their areas of technical responsibility. For example, sending congratulatory letters to people selected for advanced schooling, promotions, and letters of condolence are authorized.
9. Personal mail, holiday and birthday greeting, retirement announcement, completed employment applications, resumes, and similar material. However, activities may use appropriated fund postage for holiday greeting when international diplomacy dictates. Official announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage. The location and time of a related reception immediately following the retirement or change of command ceremony may be noted if it does not result in any increase in the cost to the Government, and the notation does not include advertisement for or endorsement of any enterprise.
10. Correspondence from international commands such as North Atlantic Treaty Organization official correspondence. This mail normally must be prepaid in the country in which it is posted. When appropriated fund postage is provided for official mail, the administrative agent assigned by DoD Instruction 2010.1 (reference (p)) is responsible for procuring it and monitoring its use.
11. Correspondence of foreign military personnel. Foreign military personnel who are required by regulation of their own government to file reports or otherwise correspond with their embassy or government shall do so at their expense. However, appropriated fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively the business of the U.S. Government.

12. Mail posted in foreign post offices. Such mail must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DoD mail.

13. Anything mailed by concessionaires or their employees. This does not preclude use authorized by subsection O.3. of this chapter.

14. Fund drives not officially endorsed by DoD Component concerned. BRM and MRS shall not be used on officially endorsed drives.

15. Unofficial biographies and unit histories.

16. Dependent school year books and other unofficial items such as announcement cards, thank you cards, memory albums, and biographies.

17. Announcements and attendance responses related to DoD Component branch anniversary parties and similar events.

18. Mailings by or for private associations, such as unit associations, wives clubs, Boy Scouts, etc.

19. Mailing matter donated by individuals for donation to other individuals or charitable organizations.

20. All similar matters that do not relate exclusively to the business of the U.S. Government.

Q. REPORTING MISUSE OF APPROPRIATED FUND POSTAGE

Unauthorized use of appropriated fund postage shall be:

1. Reported to the commanders of the individuals involved for appropriate investigation.

2. Reviewed to determine any appropriate reimbursement of postage and fees costs. Legal or administrative action shall be taken to obtain reimbursement when appropriate.

R. PERMITS

1. Permit mailings shall be used, when cost effective, on large volume mailings of items with a uniform size and weight. Permit formats and instructions are in DMM section 145 for prepaid postage and section 137 for penalty postage.

2. USPS requires advance notice on all permit mailings. Postage and fees are recorded on the USPS forms presented with the mailing.

3. Itemized postage uses a permit and is applicable where large volumes of parcels are mailed. A computer is required. Contact your USPS account representative for details.

4. Permit mailings are not authorized at MPOs.

S. METERED POSTAGE

1. Metered postage shall be used to the maximum extent possible on mail that cannot be sent under a permit.
2. Requests for permission to use logos and slogans on ad plates authorized by the DMM, section 144, shall be prepared and submitted according to DoD Component directives applying to logos and slogans.
3. Chapter 5 sets forth procedures for controlling and safeguarding postage meters.

T. POSTAGE STAMPS

1. Postage stamps shall be used on mail that cannot be sent under a permit, metered, or premetered.
2. Chapter 5 sets forth procedures for ordering, controlling, and safeguarding postage stamps.

U. NONPROFIT AND SUBSIDIZED RATES

The Department of Defense is not authorized to send mail at nonprofit or subsidized rates (i.e. special bulk third-class rates, fourth-class library rates and the following second-class rates; in-country, special nonprofit, classroom, science of agriculture, limited circulation, and limited circulation science of agriculture).

V. DROP-SHIPMENT

Under a drop-shipment, the mailer enters the items into the USPS at the delivering post office rather than the mailer's post office. The mailer provides and pays for the transportation to move the items to the delivering post office and applies local zone postage. The transportation cost plus local zone postage can be less expensive than postage from the mailer to the addressee on zone-rated mail. The instructions in DMM section 144.39 apply. See DMM section 137.27 for restriction when using penalty meters. Items may be drop-shipped to USPS facilities in the appropriate military post office gateway cities (New York, Miami, Seattle, San Francisco) but shall not be drop-shipped directly to postal facilities operated by the military.

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(Name of DoD Component)	
(Activity Name, Address)	<input type="checkbox"/>
OFFICIAL BUSINESS	
PENALTY FOR PRIVATE USE \$300 DD Form 2388	
(Address)	

NOTE: "Penalty For Private Use, \$300" shall not be used when the postage is prepaid or "DoD Official Intratheater Mail" is used.

DIMENSIONS: 2 1/8 inches high by 5 3/4 inches long. Hole is 3/8 inch diameter; hole center is 1 7/16 inches from bottom and 1 15/16 inches from the left end.

DoD mail Bag Label

Figure 3-1

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(see Chapter 3, paragraph L for International Mail)

RULE	A If matter is	B And is mailed	C Then it
1	letter mail and other First-Class matter weighing 11 ounces or less	within CONUS; to, from, or between MPOs,	shall be sent First Class or Express (see note 1).
2	letter mail and other First-Class matter, consolidated mailings, or Joint Uniform Military Systems (JUMPS) pouches weighing more than 11 ounces		shall be sent Priority or Express Mail (see note 1).
3	high priority logistic shipments, such as not mission capable supply (NMCS) and anticipated not mission capable supply (ANMCS)		may be sent Priority, First-Class, or Express Mail.
4	transportation Priority 1 shipments		may be sent Priority or First-Class (see note 2).
5	transportation Priority 2 and 3 shipments		shall be sent Third-Class, Third-Class MOM, Fourth-Class, or Fourth-Class MOM (see note 3).
6	non MILSTRIP parcels (for example, unaccompanied hold baggage, personnel records, reference documents or equipment for inspection or assistance teams, etc.)	within CONUS and speed is needed to meet RDD,	may be sent First-Class if 11 ounces or less; Priority if over 11 ounces (see note 2).
7	non-MILSTRIP parcels	to, from, or between MPOs and speed is needed to meet RDD,	may be sent First-Class, Priority, Third-Class MOM, or Fourth-Class MOM.
8	all other non-MILSTRIP matter not covered by rules 6 and 7 above	within CONUS; to, from, or between MPOs,	shall be sent Third-Class or Fourth-Class.

Table 3-1

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Domestic Mail Classification Selection Table

(see Chapter 3, paragraph L for International Mail)

RULE	A If matter is	B And is mailed	C Then it
9	bulk distribution of classified, accountable, or critical to flying or marine safety; communications systems publications; immediate action regulations or directives, or emergency publications or forms requisitions (see notes 4 and 5)	within CONUS,	may be sent First-Class or Priority (see Note 5).
10	bulk distribution of publications (including regulations, manuals, directives, and instructions) and blank forms not covered in rule 11	within CONUS; to , from, or between MPOs,	shall be sent freight, Third-Class Bulk Rate, Special Fourth-Class Rate, Third- or Fourth-Class.
11	bulk distribution of classified, accountable, critical to flying or marine safety, and communication systems publications	to, from, or between MPOs,	may be sent First-Class or Priority (see note 5).
12	bulk distribution of immediate action regulations, directives, or emergency publications or form requisitions		may be sent First-Class, Priority, Third-Class MOM, or Fourth-Class MOM.
13	bulk distribution of periodicals and newspapers	within CONUS; to, from, or between MPOs,	shall be sent Second-, Third-, or Fourth-Class or Special Fourth-Class Rate (see note 6).
14	single copies of periodicals described in rule 13 and sent directly to individuals or organizations		shall be sent Requester Publications Rate or Third-Class Bulk Rate (see notes 6 and 7).

Table 3-1 (Continued)

NOTES:

1. These items are covered by Private Express Statutes.
2. Regardless of service paid, USPS generally moves mail by surface to addressees within 200 miles of point of origin. Third- or fourth-class postage with "Special Handling" is considerably cheaper than First-Class or Priority Mail and provides preferential handling to the extent practical in dispatch and transportation. See DMM, section 916.
3. Military Ordinary Mail (MOM) service is available only on mail addressed to or sent from an MPO.
4. Other publications or blank forms shall not be included as filler.
5. Material shall be prepared for mailing in accordance with DoD 5200.1-R (reference (j)) and appropriate DoD Component directives.
6. Heads of DoD Components may approve exceptions to use MOM on shipments from the Continental United States (CONUS) to overseas active duty target audience addresses after determining the material is time sensitive and faster delivery is needed to support an internal information program. First-Class and Priority Mail shall not be used.
7. Items must meet eligibility requirements for the third-class or requester publication rates.

Table 3-1. Domestic Mail Classification Selection Table.

Domestic Mail Classes, Endorsements, and Levels of Service					
ITEM	A	B	C	D	E
	Classification	Endorsement	Mode of Transportation	Approx Transit Time (days)	
				Domestic	To and from MPOs
1	Express Mail	Special label required	Airlift	Overnight	2 to 3 (where available)
2	First-Class (1 to 11 ounces)	First-Class	Airlift (see note 1)	3	7 to 10
3	First-Class (more than 11 ounces)	Priority (see note 2)		3	7 to 10
4	Requester Publication Rate	(see DMM, Section 137)	Surface	8	28 to 46
5	Requester Publication Rate - MOM	(see note 3)	Surface and airlift (see note 2)	NA	7 to 21
6	Third-Class	Third-Class	Surface	8	28 to 46
7	Third-Class MOM	Third-Class MOM	Surface and airlift (see note 2)	NA	7 to 21
8	Fourth-Class	Fourth-Class	Surface	8	28 to 46
9	Fourth-Class MOM	Fourth-Class MOM	Surface and airlift (see note 2)	NA	7 to 21
10	Special Fourth-Class Rate	Special Fourth-Class Rate	Surface	8	28 to 46
11	Special Fourth-Class Rate MOM	Special Fourth-Class Rate MOM	Surface and airlift (see note 2)	NA	7 to 21

TABLE 3-2

NOTES:

1. Normally, by surface to destination within 200 miles from point of origin or point of entry into the domestic postal system from an MPO.

2. Whenever possible, MOM shall be used instead of Priority Mail for other than First-Class matter. It provides cheaper postage than Priority Mail; however, the transportation charge for the overseas portions of its trip is the same as Priority Mail. Delivery time to any MPO may be almost as fast as Priority Mail and rarely exceeds 21 days. Second-, third-, and fourth-class mail also endorsed MOM moves by surface transportation in the United States and by air on overseas portions of its trip. MOM is available only to, from, and between MPOs. MOM is not available within or between Alaska, Hawaii, Kwajalein, Wake Island, Johnston Island, Puerto Rico, and CONUS but is available between these locations and MPOs.

3. Add "MOM" to the endorsement required by DMM, Section 137.

Table 3-2. Domestic Mail Classes, Endorsements, and Levels of Service.

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CHAPTER 4

PENALTY INDICIAA. GENERAL

Each DoD Component pays USPS for penalty indicia use. The stamp distribution offices and local post offices now send records of penalty mail stamps purchases, postage meter settings, permit and business reply mailings, and other documents to HQ USPS for consolidation and billing to the appropriate DoD Component headquarters. Payment is made locally only when required by DMM section 137. Penalty mail stamps must be ordered according to the instructions in DMM, Section 137 and USPS Publication 350, "How to Order and Use Official Mail Stamps and Postal Stationary" (reference (q)). The standard penalty indicium "Postage and Fees Paid, (DoD Component Name), DoD-(Number)" is not a form of direct accountability and is no longer authorized for use within the Department of Defense.

B. PENALTY FOR PRIVATE USE

Title 18, U.S. Code, Section 1719, (reference (r)) provides that whoever uses penalty indicia items authorized by law to avoid payment of postage on private matter in the mail shall be fined not more than \$300. NOTE: This penalty does not apply to prepaid postage or "DoD Official Intratheater Mail."

C. POSTAGE DUE PENALTY MAIL

1. DMM, Section 137 contains instructions for preparation of postage due penalty mail.

2. The Military Postal Service Agency (MPSA) (in coordination with USPS) shall occasionally direct the use of postage due penalty mail during exercises conducted in areas served by the MPS.

3. In the event of hostilities limited to a theater or general mobilization, DoD Components may authorize the use of postage due penalty mail for periods not to exceed 120 days and only in an area that has been declared a hostile operations area by the President of the United States. The policies listed below apply.

a. For mail remaining in the same overseas theater, continue to use the DoD Official Intra-theater Mail" procedures outlined in Chapter 3, Paragraph J.4.

b. For mail moving between adjacent theaters (e.g., EUCOM and CENTCOM) where there is no chance the mail will transit the United States

Postal Service domestic system, continue to use the "DoD Official Intra-theater Mail" procedures outlined in Chapter 3, Paragraph J.4.

c. For international mail, comply with the IMM. One requirement of international mail is that it shall bear the correct postage. Postage due penalty mail shall not be used on international mail.

d. For all other mail leaving the theater, continue using postage stamps and postage meters as long as possible before switching to the postage due penalty mail.

(1) Postage stamps shall be used when official mail centers can no longer use postage meters due to lack of electricity or equipment failures, or postal personnel are no longer available to set the meters. (When MPO financial transactions are terminated, postage meters shall be checked out of use.)

(2) Postage due penalty mail shall be used on domestic mail leaving the theater when postage stamps are not available or cannot be used.

e. As the situation stabilizes:

(1) Postage stamps shall replace postage due penalty mail as soon as possible.

(2) The use of postage meters may be resumed as soon as electricity, serviceable equipment, and postal personnel to set the meters are available.

f. In the following scenario, M Day is the day an area has been declared a hostile operations area by the President of the United States or general mobilization occurs.

(1) At M Day: Switch to postage due penalty mail where continued use of postage stamps or postage meters is not practical.

(2) At M+30: Users of postage due penalty mail switch to postage stamps and/or postage meters (where practical).

(3) At M+60: Those still using postage due penalty mail prepare to introduce postage stamps or make plans to have postage applied to their mail elsewhere in the theater (where practical).

(4) At M+90: Those still using postage due penalty mail convert to postage stamps and/or postage meters or have postage applied to their mail elsewhere in the theater. If these are not practical, continue use of Postage Due Penalty Mail.

(5) At M+120: Postage stamps and/or postage meters replace all use of postage due penalty mail. If that is not possible, advise the MPSA why it is not possible and provide an estimate as to when replacement of postage due penalty mail will be feasible. MPSA will then notify the USPS.

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4. DoD Components shall notify the DoD Official Mail Manager that postage due penalty mail is being used not later than the second business day after use begins. The DoD Official Mail Manager shall notify the USPS General Manager, Official and International Mail Accounting Division, not later than the third business day after use begins.

5. Postage on postage due penalty mail shall be paid by the addressee when the item is delivered. Only postage stamps, postage meter strips or cash are acceptable.

6. Postage due penalty mail SHALL NOT BE USED to notify next of kin of casualties.

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POSTAGE AND POSTAGE METERSA. PURPOSE

This chapter sets forth the procedures for ordering postage stamps and controlling and safeguarding postage meters and postage stamps. Chapter 3 governs the use of these items.

B. POSTAGE STAMPS

1. Who May Use. Postage stamps are intended for use by small volume mailers throughout DoD with outgoing mail volume too low to justify postage meters. Activities without a backup metering system may maintain no more than a 10-day emergency supply of postage stamps to be used only when metering equipment is not operational. Also, deployable units may maintain a 30-day stock of postage stamps for use when deployed to areas without meters. Small volume mailers' inventories shall not exceed a 90-day supply. Stock shall be centralized and closely controlled by the activity OMM. The advantages of permit and consolidated mailings must be maintained.

2. Ordering. Only those small volume mailers, deployable units, and activities without a backup metering system that have been identified by their MACOM are authorized to order postage stamps directly from USPS or MPO. Verify quantities received. Penalty mail stamp orders shall be submitted per DMM, section 137. Allow two weeks for delivery.

3. Security Measures

All personnel are responsible for preventing the theft, misuse, waste, or loss of postage stamps. Postage stamps shall be secured in locked containers (safes, file cabinets, desk drawers, etc.) or a locked room. Activities may establish additional controls as needed at the local level.

C. POSTAGE METERS

1. License. Postage meter licenses are required and are obtained by submitting PS Form 3601-A (Application for a Postage Meter License) per instructions in the DMM. Applicants served by an MPO shall contact the MPO for procedures. DMM section 144.22 contains responsibilities of the license holder. Licenses shall be canceled when no longer needed.

2. Setting and Payments

a. Meters shall be checked in and out of service per DMM section 144.3.

b. Each meter shall be reset each quarter for the estimated amount of postage to be used on that meter during the quarter.

c. Each time the meter is set or reset, the post office employee completes PS Form 3603 (Receipt for Postage Meter Setting). A copy shall be filed by the responsible OMM.

3. Daily Record of Meter Register Readings

a. PS Form 3602-A (Daily Record of Meter Register Readings) shall be maintained for each meter.

b. When the meter is set or reset, add the amounts appearing in the ascending and descending registers before the meter is used. The resulting sum becomes a control number. At the close of business each day these two registers shall be added together. If their sum is not the same as the control number, the meter may have malfunctioned. The serving vendor shall be contacted before the meter is used again.

c. To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading for the previous day.

4. Spoiled or Incorrect Meter Postage

a. Requests for refunds shall be submitted when authorized. DMM, section 147, explains the conditions and procedures to be followed.

b. Equipment malfunctions causing spoiled meter postage shall be immediately reported to the manufacturer's representative.

c. OMMs shall ensure that spoiled meter postage is minimal.

5. Metered Mail Preparation

a. The meter imprint acts as a postmark and allows mail to skip the canceling process so be sure it is bright and clear, has the correct date, and florescent ink is used.

b. All addresses must face the same way, and five or more pieces of metered mail must be bundled with rubber bands or paper straps. Large volumes should be trayed. Trays and similar items are usually provided free of charge by USPS and shall not be used for other purposes.

6. Accumulators (printers) (when available)

a. The record of postage used shall be printed out and analyzed by the OMM at regular intervals (weekly for most installations and activities). Information in the printout shall be used to identify large volume mailers and users of large amounts of certain classes of mail or special postal services. Their mailings shall be periodically analyzed to see if the items can be shipped more economically by other means.

b. The OMM should not try to record the postage of all tenants of the installation if it results in the analysis of relatively trivial amounts of postage.

7. Equipment Operation

a. The OMM and all personnel involved in mail processing should receive detailed instructions from the vendor when new equipment is installed.

During initial use, do not hesitate to call the service representative when questions arise.

b. Check each scale for accuracy daily before it is used. This shall be accomplished by weighing an object of known weight. Appropriate calibrations shall be made before the scale is used.

8. Equipment Failure

a. Immediately report failures of meters, mailing machines, scales, etc., to the service representative. The service representatives' telephone numbers shall be prominently displayed in the vicinity of that equipment.

b. Do not tamper with the postage meter under any circumstances. It is a postal offense for anyone other than USPS personnel to break or tamper with the seals on postage meters.

c. All new equipment is initially covered by a warranty. Maintenance contracts shall be used after the warranty expires.

9. Meter Security

a. Meters

(1) Remove the meter and place it in a locked safe, file cabinet, or in a locked room overnight and any other time the operator is temporarily absent and adequate surveillance cannot be maintained to prevent unauthorized use of the meter.

(2) Immediately report the loss, theft, capture, and recovery of a lost, captured, or stolen meter to the local post office, the equipment vender, and through command channels to Executive Director, Military Postal Service Agency, ATTN: DoD Official Mail Manager, Alexandria VA 22331-0006. Reports shall include the meter make, model, and serial number; the date, location, and details of the loss, theft, or recovery; and a copy of the police report when applicable.

b. Meter keys

(1) The Department of Defense (except MPOs) is not authorized to have a copy of the key to open and reset the meter. Any activity receiving such keys shall immediately give them to the post office setting the meter.

(2) Operating Keys

(a) One key is required to unlock the meter and must be used each day the machine is operated. This key shall be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator. During non-duty hours the key and meter will be stored in a locked file cabinet or safe in a locked room.

(b) Duplicate keys, when provide, shall be stored in a sealed envelope in a locked file cabinet or safe.

10. Property Accountability

Account for all postage metering equipment on the property records of the using DoD component. The postage meter, itself, is leased and cannot be purchased.

11. Supplies and Services

These generally consist of meter tapes, ink, ink rollers, maintenance, rate changes (both USPS and UPS), and meter leases. Meter tape and ink specifications are found in the DMM.

D. EMERGENCY DISPOSITION OF POSTAGE STAMPS AND METERS

1. If conditions permit, follow normal procedures for checking a meter out of service and returning the meter to USPS or the manufacturer (as appropriate).

2. If capture or loss of meters is imminent, record meter make, model, and serial number and destroy the meter if possible. Report destruction, capture, or loss per the instruction in chapter 5, subparagraph C.9.a.(2) of this Manual.

3. When use of postage stamps is no longer possible, transfer existing inventory to another location for safe keeping or use. Destroy postage stamps when capture is imminent.

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CHAPTER 6

HELPFUL HINTSA. PURPOSE

This chapter provides tips that can be used to obtain more cost effective use of employees, equipment, supplies, and the services provided by USPS. Items in this chapter are not mandatory unless directed elsewhere. Local reproduction of the desk top guide to cost-effective mailing (see "Appendix B") is authorized.

B. COST SAVERS

1. Train personnel on proper preparation of mail and how to cost effectively use the services provided by the USPS.
2. Ask the following about all mailings:
 - a. What will happen if the item is not mailed?
 - b. What will happen if the item is mailed less frequently?
 - c. Can some other less expensive means of transporting the message or item be used? (For example: telephone call, data transfer, freight, small parcel carrier.)
 - d. Can it be combined or transported with something else?
 - e. Is it being mailed at the lowest postal rate legally possible?
 - f. Can postage costs be reduced by reducing weight or size?
 - g. Can postage costs be reduced by changing preparation methods?
3. Inspect outgoing mail to be sure it is properly prepared and not subject to surcharges for size or weight.
4. Limit use of merchandise return, business reply mail, and special services such as registered, certified, and insured.
5. Limit use of Express Mail.
6. Apply for refunds on spoiled meter postage and Express Mail shipments not delivered on time.
7. Limit to one quarter's usage the amount of postage set on meters and amounts of postage stamps purchased. It costs money to have funds tied up in inventory, and this minimizes the inventory.
8. Report and, when appropriate, prosecute those who lose, steal, or misuse appropriated fund postage.

9. Use standard, letter-size envelopes whenever possible. Use large envelopes only when material may be damaged by folding or the volume is too great for letter-size envelopes.
10. Use ZIP + 4, presorted and other discounts, when eligible and economically feasible.
11. Periodically monitor mail practices to ensure that mail is sent by the most economical means.
12. Annually review recurring mailings for continued necessity.
13. Reduce the frequency and volume of mailings.
14. Update and verify mailing lists.
15. Consolidate mailings to common addresses.
16. Consider microform alternatives for mailing publications.
17. Require adequate printing lead time to permit economical mail service.
18. Reduce weight by printing on both sides of paper, selecting the lightest weight paper, and using all available printing space.
19. Ensure that contracts for printing and distribution contain specifications for using the most economical mailing services consistent with the priority of the case.
20. Consider alternatives to automatic data processing hard copy mailings, such as electronic transfer.
21. Promote computer output formats that make maximum use of available print space to reduce the weight of mailings.
22. Use electronic funds transfer for payrolls instead of sending checks to banks.
23. Use drop-shipments for zone-rated mail when cost effective.

C. PACKAGE PREPARATION

1. Is the carton or shipping container:
 - a. Inexpensive and light weight?
 - b. In good, sturdy condition without tears or holes?
 - c. Strength, as indicated by the manufacturer's seal, suitable for the weight of the item to be shipped?
 - d. Small enough to fit closely around on-fragile items (books, spare parts, etc.) to minimize their movement? The more the contents can move, the greater the chances for damage to the contents or containers.

- e. Large enough for adequate cushioning on all sides of fragile contents?
- f. Are the contents adequately cushioned with light weight material so they do not move when the carton is shook?
- g. Is the package properly closed with pressure sensitive, filament reinforced tape? Do not use cellophane and masking tape.
- h. Not wrapped with brown paper or anything else?
- 2. Are shipboard boxes packed in a sturdier outer container?
- 3. Is the address label:
 - a. Placed on the top of the package?
 - b. Easily readable?
- 4. Does the address label:
 - a. Contain complete delivery and return addresses with ZIP + 4 Codes?
 - b. Have the proper mail classification endorsement and appropriate special service marking correctly placed on the address label?
- 5. See DMM, section 120 for further information.

D. SECURITY

- 1. Know your employees. Do not hire anyone to handle your postage without first determining his or her background.
- 2. Secure your mailroom against access by unauthorized persons. Keep it locked whenever possible, especially when no one is on duty. Consider having a sign-in sheet for persons entering and leaving the mailroom, including times of arrival and departure.
- 3. Keep valuable mail separate from other mail. Document each transfer of registered mail by requiring the receiving party to sign for custody.
- 4. If funds are handled as part of the mailroom operation, establish adequate controls to fix individual responsibility for any losses that may occur. Do not keep postage stamps in an unlocked drawer.
- 5. Keep your postage meter locked when not in use. Check outgoing metered mail periodically to determine if employees are using metered postage for their own personal mail.
- 6. Establish procedures to account for valuable items that were mailed, but for some reason were returned.
- 7. Ensure postage is placed in the upper right corner of the address label or tag. This acts as a deterrent to theft by "overlabeling," a technique to divert the parcel to a name and address controlled by the thief.

8. Vary times and routes of travel between post office and mailroom if currency or other valuable mail is regularly sent or received. Check periodically to determine if mail messengers are making unauthorized stops or are leaving mail unattended in unlocked vehicles.

9. Employees caught stealing should be prosecuted. There is no greater deterrent to a potential thief than the knowledge that prosecution will follow. Contact local security officials.

E. ENVIRONMENT

A mailroom having a pleasant, business-like appearance helps create a happy work environment, good morale, and quality work. The following contribute to the desired environment:

1. Adequate ventilation, heating, and cooling are essential for good health and morale as well as quality work.

2. Nicely decorated walls and ceilings help employee morale and production.

3. Well-lighted mail processing areas reduce eye fatigue and improve work quality.

4. When possible, arrange for employees to be seated while working. It reduces feet and leg problems and need not decrease production. Use cushion mats in areas where employees must stand for prolonged periods of time.

5. A clean mail processing area free of excess supplies, equipment, clothing, and other matter looks better and reduces the chances for loss, misplacement, and theft of mail.

6. Proper kinds and quantities of equipment and supplies are essential. Mechanize and automate procedures whenever cost effective.

7. Clean and properly maintained postage metering and mail processing equipment works and looks better. Operators can clean the equipment and perform many minor adjustments. Consult the equipment operator's manual or service representative for information and instructions.

F. DEALINGS WITH THE POST OFFICE

1. Payments for postage. Post office employees sometimes request payment when penalty meters are set, penalty permit mailings are made, or penalty BRM is received. The postage and fees for these are paid centrally by the DoD Component headquarters. When this happens, ask the individual to review DMM, section 137, for instructions. Postage due on postage due penalty mail and the postage and all fees for merchandise return are paid locally to the post office. They are not billed to the DoD Component headquarters (see DMM, section 137).

2. Cooperation and good relations with your post office's representatives are essential. Contact them frequently. If you do not need their assistance,

find some reason to visit or call them occasionally so they will know who you are when you do need their assistance. Do not hesitate to ask for their advice or assistance, especially when designing forms or a large mailing. The more familiar they are with your operation the better they can help you get the most per postal dollar. The local post office has no authority to change USPS policy. Requests to change USPS policy shall be forwarded through the DoD chain of command. Disagreements with the local post office rulings or interpretations of the DMM can be appealed through the USPS chain of command.

G. MAIL BOMBS

1. THE LIKELIHOOD OF YOUR EVER RECEIVING A BOMB IN THE MAIL IS VERY REMOTE. But, unfortunately, a small number of explosive devices HAVE been mailed over the years resulting in death, injury and destruction of property. Motives for mail bombs are often revenge, extortion, terrorism, or business disputes.

2. A bomb can be enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. Mail bombs may, or may not, have one or more of the characteristics listed below. They may even appear to be official mail. You local police and the nearest Postal Inspector in charge (obtain the address from your post office) can tell you more about mail bombs and what to do if a suspect mailing is identified. Mail bombs may:

- a. Bear restricted endorsements such as "personal" or "private".
- b. Have an inaccurate addressee's name and/or title.
- c. Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-past lettering.
- d. Have protruding wires, aluminum foil, or oil stains visible, and may give off peculiar smells.
- e. Have a large number of postage stamps.
- f. If a letter, feel rigid or appear uneven or lopsided.
- g. If a parcel:
 - (1) Be unprofessionally wrapped with several combinations of tape.
 - (2) Be endorsed "Fragile-handle with care" or "Rush -- do not delay".
 - (3) Make a buzzing or ticking noise, or a sloshing sound.

3. THE LIKELIHOOD OF YOUR EVER RECEIVING A BOMB IN THE MAIL IS VERY REMOTE. HOWEVER, IF YOU HAVE ANY REASON TO BELIEVE A LETTER OR PARCEL IS SUSPICIOUS, DO NOT TAKE A CHANCE OR WORRY ABOUT POSSIBLE EMBARRASSMENT IF THE ITEM TURNS OUT TO BE INNOCENT.

- a. DO NOT OPEN THE ITEM.
- b. ISOLATE THE ITEM AND EVACUATE THE IMMEDIATE AREA.
- c. DO NOT PUT THE ITEM IN WATER OR A CONFINED SPACE SUCH AS A DESK DRAWER OR A FILING CABINET.
- d. IF POSSIBLE, OPEN WINDOWS IN THE IMMEDIATE AREA TO ASSIST IN VENTING POTENTIALLY EXPLOSIVE GASES.
- e. IMMEDIATELY CONTACT YOUR LOCAL POLICE AND POSTAL INSPECTOR FOR PROFESSIONAL ASSISTANCE.

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CHAPTER 8

DoD DIPLOMATIC POUCH MAILA. PURPOSE

This Chapter establishes the policies and procedures to be followed by DoD activities using the Department of State (DoS) Diplomatic Pouch Service (DPS). The policies and procedures in this chapter agreed with DoS requirements when they were written. DoS may change their requirements at any time. If that happens, follow DoS policies and procedures even though they may conflict with this Chapter. (NOTE: For diplomatic pouch purposes, the Marine Security Guard at diplomatic posts is considered to be a DoS activity. DoS is responsible for providing addresses and paying all costs associated with Marine Security Guard use of the DPS.)

B. GENERAL

1. Diplomatic pouches are intended to transport items, for official use of the diplomatic mission, across international frontiers without procedural delay and without inspection by foreign government officials. These are the basic tenets of Article 27 of the Vienna Convention on Diplomatic Privileges and Immunities (reference (s)) and of international law and practices as they regard diplomatic pouches. The great majority of diplomatic pouches are dispatched unaccompanied; observance of their diplomatic status is entrusted to the good faith of foreign officials.

a. Diplomatic pouches are not marked in any way except as diplomatic correspondence. The pouch itself must in no way provide clues as to the nature of its contents by displaying notice labels or organizational symbols. It is an anonymous container. Pouches containing classified items are prepared and documented in the same manner as pouches containing unclassified items but they are dispatched accompanied by a diplomatic courier or other authorized U.S. Government employee. Whether the pouch is dispatched accompanied or unaccompanied, its only purpose is to protect diplomatic and national security information. It is not intended to protect items of great monetary value or to function as an express mail service.

b. Pouch contents, regardless of their nature or classification shall not be disclosed or discussed with any person except U.S. Government employees with the proper classification and a need to know. Under no circumstances may they be disclosed to or discussed with foreign officials. See subsection C.2. of this Chapter, below, for additional instructions.

c. There are no limits on pouch size or weight for official items except those imposed by host governments (contact DPM or diplomatic post for latest information) and the capacity of the mode of transport. See subsection

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D.1. of this Chapter, below, for information on size and weight limitations for various addresses used to get items into the diplomatic pouches.

2. DoD activities may use the diplomatic pouch only if there is no other expedient, cost beneficial, international mail service available. The international mail system and the Military Postal Service (MPS) shall be used when possible. Generally, this means the pouch will be used only for classified material, material too large for postal channels, or to diplomatic posts without MPS support. DoD activities using the pouch shall abide by DoS requirements.

C. CONTROL OF POUCHES AND POUCH CONTENTS

1. Empty Pouches. All DoD activities shall immediately return empty pouches to DPM or the diplomatic post. DoD activities shall not use diplomatic pouches for any purpose other than a diplomatic pouch.

2. Pouch Communications. Communications concerning material to be dispatched by pouch shall be classified as follows:

a. Communications may be designated UNCLASSIFIED when pouch contents are discussed in a general way (i.e., by registry number or by referring only to "items" or "material").

b. Communications must be designated at least FOR OFFICIAL USE ONLY when they specifically identify items being sent (i.e., "passports," "Ambassador Smith's letter of July 6th," "VCR cassettes," etc.).

3. Container (Pouch) Markings. All containers used for pouch purposes shall not have markings on their outer surfaces other than those authorized by DoS. Any other markings will compromise the diplomatic nature of the pouch, disclose the nature of its contents, or cause errors in processing.

4. Uses of Contents

a. Prospective pouch users are limited to U.S. citizen employees and others authorized use of the pouch.

b. Contents shall not contain enclosures for a third party, merchandise, currency, or any other item not eligible for pouch transmission.

5. Items Not Eligible for Pouch Transmission

a. Foreign National Mail. If originated by and /or addressed to a third party individual or organization in a foreign country on non-official matters.

b. Any personal items shipped to circumvent the weight limitations provided for household effects, air freight shipments, or food allowances.

c. The following items are specifically prohibited for pouch transmission: alcoholic beverages; ammunition; animals or animal products

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(i.e., skins); any items for resale; bulk supplies of any nature; caustics; controlled substances; corrosives; currency; explosives; firearms; flammable type films; glass containers; incendiary materials; liquids; magnetic materials; narcotics; negotiable instruments; personal professional books and materials; plants; poisons; and radioactive substances.

d. Violations. Employees who violate these DoD or DoS policies shall be subject to loss of pouch privileges and/or disciplinary action.

6. Inspection of Contents. DoS reserves the right to examine all items intended for dispatch by pouch. Each addressor or addressee using the pouch to dispatch letters, flats, parcels, and nonconveyables automatically agrees to the following types of examination procedures by DoS Pouch Control Officers:

a. Electronic Inspection. All forms of electronic inspection, including X-ray and metal detectors.

b. Physical Inspection. Mail suspected of containing items prohibited for pouch transmission may be opened for inspection by Pouch Control Officers. Unclassified items may be opened without consent of sender or addressee. Classified items may be opened only in the presence of and with the consent of the sender or addressee. If consent is refused, the item will not be accepted for pouch transmission or returned to the sender when received in an incoming pouch.

E. PREPARATION OF MAIL

1. Size and Weight Considerations. Items weighing over 40 pounds, or exceeding 62 inches in length and girth combined, or whose longest dimension exceeds 24 inches cannot be shipped in standard diplomatic pouches and are called nonconveyable.

a. If the item is NOT for official business and exceeds the weight or size limits, do NOT ship it.

b. If the item going to a diplomatic post is unclassified, official business and exceeds the weight or size limits, call the DoS Unclassified Pouch Branch [(703) 661-6300] for special preparation and delivery instructions.

c. If the item going to a diplomatic post is classified and exceeds the weight or size limits, call the DoS Classified Pouch Branch [(202) 647-2936/7] for special preparation and delivery instructions.

2. Items from Diplomatic Posts

a. All items originating at diplomatic posts shall be prepared and presented as required herein and by the diplomatic post.

b. Generally, the diplomatic posts pay transportation charges for pouches they originate. When the diplomatic posts charges for use of the

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pouch service, the originating DoD Component is responsible for paying those charges for all items it sends through the pouch.

c. Items originating at diplomatic posts and intended for dispatch into the domestic postal system (including MPO addresses) are turned over to USPS at the DPM. These items must meet USPS standards and other requirements of this Manual.

(1) The originator shall apply the appropriate amount of postage at the full, single piece rate. Use the USPS Zone Chart (Figure 8-1) to determine the correct zone for zone-rated postage. When application of postage on official, unclassified, mailable items is not feasible at the diplomatic post send the items to the parent DoD Component for application of postage.

(2) The various postal discounts for ZIP + 4, pre-bar coded, presort, and bulk rates require special documentation and shall not be used.

(3) USPS special services such as registered, certified, insured, etc. are not available on this mail.

c. All unclassified non-mailable items (because of size, weight or content) shall be prepared as required by DoS. The addressee shall be advised the item is being shipped so arrangements can be made to pick up the item on arrival at the DPM.

3. Items for Diplomatic Posts

a. Unclassified items

(1) Use the diplomatic pouch only when a military post office address cannot be used.

(2) Prepared FOR OFFICIAL USE ONLY items per DoD 5400.7-R, (reference (t)).

(3) Do NOT use accountable mail (Express Mail, registered, certified, insured). These services end at the Department of State.

(4) Use the following address format:

(Name of person or organization)
(Diplomatic post name)
Department of State
Washington, DC 20521-xxxx*

* See the chart in Figure 8-2 for the appropriate ZIP + 4 Code. The use of the correct ZIP + 4 Code ensures speediest mail processing.

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b. Classified Items

(1) Classified items entered into the DPS must be marked CONFIDENTIAL, SECRET or TOP SECRET plus any other markings required by DoD 5200.1-R, reference (m). These are the only DoD classified indicators recognized by DoS. DoS assumes items not bearing one of those indicators are unclassified. Items marked in a way which implies they might be classified or administratively controlled (i.e., "By Courier," "NOFORN," etc.) will not be accepted.

(2) All CONFIDENTIAL and SECRET material must be registered in accordance with Subparagraph D.3.b.(3) (c)2, below.

(3) The following apply to CONFIDENTIAL and SECRET items mailed:

(a) Use the diplomatic pouch only when a military post office address cannot be used.

(b) Prepare the outer wrapper according to appropriate security requirements of reference (m). Address it to:

CHIEF, POUCH AND MAIL BRANCH
DEPARTMENT OF STATE
WASHINGTON DC 20520-0528

(c) The inner wrapper shall have:

1 The appropriate security markings and be prepared as required by reference (m).

2 Registry Number. Any item entered into the DPS for which the originator wants a receipt signature from DPM shall be clearly marked "REGISTERED" and shall have a registry number. The registry number shall be preceded by a designation which identifies it as the registry number; i.e., RegNum: 123456. (Registered material received for forwarding is not assigned a number by the forwarding office, but is identified by the originator's registry number.) The registry number shall be typewritten. On envelopes and flats the registry number shall appear in the left corner of the envelope or the address label. On parcels and nonconveyables the registry number shall be in the lower left corner of the address label. (When items are sent to the DPM via USPS registered mail, the USPS registered mail number on the outer wrapper shall be used as the registry number on the inner wrapper. When items for more than one addressee are consolidated under one USPS registry number, identify each item by adding a different letter after the USPS registry number on the inner wrapper.)

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**ZIP + 4 CODES FOR UNCLASSIFIED MAIL AND
INNER WRAPPER ON CLASSIFIED DoD DIPLOMATIC POUCH MAIL**

Abidjan	2010	Brussels (EMB)	7600
Abu Dhabi	6010	Bucharest	5260
Accra	2020	Budapest	5270
Adana	5020	Buenos Aires	3130
Addis Ababa	2030	Bujumbura	2100
Alexandria	6090	Bukavu	2240
Algiers	6030	Cairo	7700
Amman	6050	Calcutta	6250
Amsterdam	5780	Calgary	5490
Ankara	7000	Canberra	7800
Antananarivo	2040	Cape Town	2400
Antigua	3010	Caracas	3140
Antwerp	5240	Casablanca	6280
Apia	4400	Cebu	4230
Asuncion	3020	Chengdu	4080
Athens	7100	Chiang Mai	4040
Auckland	4370	Ciudad Juarez	3270
Baghdad	6060	Colombo	6100
Bamako	2050	Conakry	2110
Bandar Seri Begawan	4020	Copenhagen	5280
Bangkok	7200	Cotonou	2120
Bangui	2060	Curacao	3160
Banjul	2070	Dacca	6120
Barcelona	5400	Dakar	2130
Barranquilla	3040	Damascus	6110
Beijing	7300	Dar es Salaam	2140
Beirut	6070	Dhahran	6310
Belfast	5360	Djibouti	2150
Belgrade	5070	Doha	6130
Belize	3050	Douala	2530
Berlin, GDR (EMB)	5090	Dubai	6020
Berlin, FRG (Mission)	5100	Dublin	5290
Bern	5110	Durban	2490
Bilbao	5410	Dusseldorf	5160
Bissau	2080	Edinburgh	5370
Blantyre	2290	Florence	5670
Bogota	3030	Frankfurt	7900
Bombay	6240	Freetown	2160
Bonn	7400	Fukuoka	4310
Bordeaux	5580	Gaborone	2170
Brasilia	7500	Geneva	5120
Brazzaville	2090	Genoa	5680
Bremen	5150	Georgetown	3170
Bridgetown	3120	Goteborg	5760
Brisbane	4130	Grenada	3180
Brussels USNATO (M)	5230	Guadalajara	3280

Figure 8-2

ZIP + 4 CODES FOR UNCLASSIFIED MAIL AND
INNER WRAPPER ON CLASSIFIED DoD DIPLOMATIC POUCH MAIL

Guangzhou	4090	Luxembourg	5380
Guatemala City	3190	Lyon	5590
Guayaquil	3430	Madras	6260
Hague (The)	5770	Madrid	8500
Halifax	5500	Majuro	4380
Hamburg	5180	Malabo	2320
Hamilton	5300	Managua	3240
Harar	2180	Manama	6210
Havana	3200	Manila	8600
Helsinki	5310	Maputo	2330
Hermosillo	3290	Maracaibo	3150
Hong Kong	8000	Marseille	5600
Honiara	4390	Martinique	3250
Islamabad	8100	Maseru	2340
Istanbul	5030	Matamoros	3300
Izmir	5040	Mazatlan	3310
Jakarta	8200	Mbabane	2350
Jedda	6320	Medan	4190
Jerusalem	6350	Melbourne	4140
Johannesburg	2500	Merida	3320
Kabul	6180	Mexico City	8700
Kaduna	2260	Milan	5690
Kampala	2190	Mogadishu	2360
Karachi	6150	Mombasa	2400
Katmandu	6190	Monrovia	8800
Khartoum	2200	Monterrey	3330
Kigali	2210	Montevideo	3360
Kingston	3210	Montreal	5510
Kinshasa	2220	Moroni	2380
Kolonia	4120	Moscow	5430
Koror	4260	Munich	5190
Krakow	5140	Muscat	6220
Kuala Lumpur	4210	Naha	4320
Kuwait	6200	Nairobi	8900
Lagos	8300	Naples	5700
Lahore	6160	Nassau	3370
La Paz	3220	Ndjamena	2410
Leningrad	5440	New Delhi	9000
Libreville	2270	Niamey	2420
Lilongwe	2280	Nice	5610
Lima	3230	Nicosia	5450
Lisbon	5320	Nouakchott	2430
Lome	2300	Nuevo Laredo	3340
London	8400	Oporto	5330
Lubumbashi	2230	Oran	6040
Lusaka	2310	Osaka-Kobe	4330

Figure 8-2, Continued

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ZIP + 4 CODES FOR UNCLASSIFIED MAIL AND
INNER WRAPPER ON CLASSIFIED DoD DIPLOMATIC POUCH MAIL

Oslo	5460	St. George's	3180
Ottawa	5480	Stockholm	5750
Ouagadougou	2440	Strasbourg	5620
Palermo	5710	Stuttgart	5200
Panama	9100	Surabaya	4200
Paramaribo	3390	Suva	4290
Paris	9200	Sydney	4150
Perth	4160	Taipei Ait	4170
Peshawar	6170	Tangier	6290
Ponta Delgada	5340	Tegucigalpa	3480
Port-au-Prince	3400	Tel Aviv	9700
Port Louis	2450	The Hague	5770
Port Moresby	4240	Thessaloniki	5060
Port of Spain	3410	Tijuana	3350
Porto Alegre	3070	Tokyo	9800
Poznan	5050	Toronto	5530
Prague	5630	Trieste	5720
Praia	2460	Tunis	6360
Pretoria	9300	Turin	5730
Pusan	4270	Udorn	4060
Quebec	5520	Ulan Bator	4390
Quito	3420	Valleta	5800
Rabat	9400	Vancouver	5540
Rangoon	5640	Vatican City	5660
Recife	3080	Victoria	2510
Rio de Janerio	3090	Vienna	9900
Riyadh	6300	Vientiane	4350
Rome	9500	Warsaw	5010
Rotterdam	5790	Wellington	4360
Salvador de Bahia	3100	Windhoek	2540
Salzburg	5830	Winnipeg	5550
Sanaa	6330	Yaonde	2520
San Jose	3440	Zagreb	5080
San Salvador	3450	Zurich	5130
Santiago	3460		
Santo Domingo	3470		
Sao Paulo	3110		
Sapporo	4340		
Secoul	9600		
Seville	5420		
Shanghai	4100		
Shenyang	4100		
Singapore	4280		
Sofia	5740		
Songkhla	4050		

Figure 8-2, Continued

ABBREVIATIONS

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ANMCS	anticipated not mission capable supply
AOMM	assistant official mail manager
APO	Army or Air Force Post Office
BRM	business reply mail
CONUS	continental United States
DMM	Domestic Mail Manual
DoD	Department of Defense
DoDIM	Department of State Intratheater Mail
DoS	Department of State
DPM	Diplomatic Pouch & Mail Division
FPO	Fleet Post Office
IMM	International Mail Manual
JUMPS	Joint Uniform Military Pay System
MACOM	major Air Force or Army Command; Navy level 1 command
MOM	military ordinary mail
MPO	military post office (APO or FPO)
MPSA	Military Postal Service Agency
MRS	merchandise return service
MWR	morale, welfare, and recreation
NAFI	nonappropriated fund instrumentality
NMCS	not mission capable supply
OMCCP	Official Mail Cost Control Program
OMM	Official Mail Manager
PMS	penalty mail stamps
RDD	required delivery date
UPS	United Parcel Service
USPS	United States Postal Service

DEFINITIONS

Accumulator

A machine which provides a record of postage used by agency, staff office, or tenant activity (sometimes called a printer).

Activity

Any DoD organization such as headquarters, agency, depot, or unit.

Appropriated fund postage

Postage paid for with funds appropriated by United States Congress. The postage may be prepaid or penalty postage.

Business reply mail

A method whereby a business reply permit holder may authorize individuals and organizations to send First-Class matter back to the permit holder and have the postage and fees paid by the permit holder.

Certificate of mailing

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

Certified mail

A postal service available on any mailable matter sent as First-Class or Priority Mail. It provides a receipt to the sender and record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail. If lost, it cannot be traced.

Consolidated mail

Two or more pieces of mail placed in one container for direct mailing to one addressee or one installation.

Container

A DoD owned bag, envelope, box or pouch which hold two or more pieces of mail.

Direct accountability

A system for paying actual postage costs through the use of prepaid postage or penalty mail stamps, meters, permits, and other methods that require a statement of mailing.

Express Mail

The class of mail afforded the highest priority in handling and provides highly reliable service.

First-Class Mail

A class of mail sealed against inspection and covered by the Private Express Statutes. It is mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, bills or statements of account, and all matter wholly or partially in writing or typewriting.

Flat

Flat-size mail consists of unwrapped, paper-wrapped, sleeve-wrapped, and enveloped matter that exceeds one or more of the following minimum dimensions: length - over 11-1/2 inches, or height over 6-1/8 inches, or thickness over 1/4 inch. Flat-size mail does not exceed any of the following maximum dimensions: length - 15 inches, height - 12 inches, thickness - 3/4 inch.

Fourth-class mail

Mailable matter weighing sixteen ounces or more, not mailed or required to be mailed as First-Class, and not mailed as second-class.

Indicia

Imprinted designation used on mail to denote payment of postage.

Insured mail

A postal service available only on third-or fourth-class mail, or mail containing third- or fourth-class matter sent at the First-Class or Priority Mail rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed.

International mail

Mail addressed to an address in another country (non-MPO addresses).

Letter-size mail

Mail that is at least 3 1/2 inches by 5 inches by 0.007 inches and not larger than 6 1/8 inches by 11 1/2 inches by 0.25 inches.

Markings

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

Merchandise return service

A method whereby a merchandise return permit holder may authorize individuals and organizations to send parcels at the appropriate Priority, third-, or fourth-class rate back to the permit holder and have the postage and fees paid by the permit holder.

Metered mail

A piece of mail on which the amount of postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been fastened.

Military ordinary mail

Official mail sent by Department of Defense, posted at second-class requester publication rate, or third- or fourth-class postage rates, which must have faster than sealift transportation service to, from, and between overseas points, but does not require premium Priority service. It is moved by surface transportation in the United States and by air on overseas portions of its trip. It provides cheaper postage than Priority Mail. Delivery time to any MPO may be almost as fast as Priority Mail and rarely exceeds 21 days.

Military Post Office

A United States post office operated by the Department of Defense.

Mixed classes of mail

Two or more classes of mail combined into one enclosure. Postage for the entire weight is charged at the higher class rate.

Nonconveyable

Any item to be shipped via diplomatic pouch that weighs over 40 pounds, or exceeds 62 inches in length and girth combined, or whose longest dimension exceeds 24 inches.

Nonstandard mail

First-Class mail weighing 1 ounce or less and third-class mail weighing 2 ounces or less requires payment of a surcharge if it does not have a standard aspect ratio of between 1.3 and 2.5 (determined by dividing the length by the height) or if it exceeds any of the following: height - 6 1/8 inches; length - 11 1/2 inches; thickness - 1/4 inch.

Official mail

Official matter mailed as penalty mail or with postage and fees prepaid.

Official matter

Any item belonging to or exclusively pertaining to the business of the U.S. Government.

Parcel Air Lift

Special postal services for parcels and second-class publications mailed to military personnel overseas. It is not authorized for use on official mail.

Penalty indicia

Indicia containing or used with the statement "Penalty for private use \$300."

Penalty mail

Official mail on which the postage and fees are paid by either a penalty metered indicia, penalty permit indicia, penalty mail stamps, penalty business reply and merchandise return indicia, or standard penalty indicia. Penalty postage is paid for after mailing versus prepaid postage that is paid for when obtained.

Penalty mail stamp

USPS adhesive stamps bearing the words "Official Mail USA" and "Penalty for private use \$300" for use by government agencies. Stamped stationary (plain stamped envelopes, printed stamped envelopes, and postal cards) is also included.

Penalty metered indicium

Postage imprinted by special postage meters leased to the U.S. Government. It bears the words "Penalty For Private Use \$300."

Periodical

Magazines, journals, newspapers, digests, briefs, bulletins, summaries, and similar items published on a recurring basis.

Permit

Mail with imprinted indicia instead of a stamp or postage meter imprint showing postage paid by the sender.

Postage stamp

Includes both prepaid postage stamps sold by post offices and penalty mail stamps.

Post office

A post office operated by the USPS or MPO operated by the Army, Navy, or Air Force.

Prepaid postage

All forms of postage except penalty mail.

Priority Mail

First-Class Mail weighing more than 12 ounces.

Private Express Statutes

A group of Federal statutes giving the USPS the exclusive right, with certain exceptions, to carry letters for others. They are based on the provision in the U.S. Constitution authorizing Congress to "establish Post Offices and post roads." (See Title 39, U.S. Code, Sections 401, 404, 601-606; Title 18, U.S. Code, Sections 1693-1699; and Title 39, Code of Federal Register, Sections 310 and 320 for complete definitions and suspensions.)

Registered mail

The most secure service the USPS offers. It incorporates a system of receipts to monitor mail movement from the point of acceptance to delivery.

Requester publications rate

A part of the second-class mail rate structure used for periodicals with at least 24 pages, issued regularly four or more times a year, circulated free or mainly free, and containing at least 25 percent nonadvertising.

Required delivery date

The date by which mail must reach its addressee.

Restricted delivery

A service by which a mailer may direct delivery only to the addressee or to an agent of the addressee specifically authorized in writing by the addressee to receive his or her mail.

Return receipt

A postal service available only on registered, certified, or numbered insured mail. USPS return receipts show to whom and when mail is delivered and is used only when the mailer must have proof of delivery or date of delivery.

Second-class mail

The class of mail for printed periodical publications including newspapers and requester publications.

Self-mailer

Any mail piece (except parcels) that does not have an outer cover, wrapping, or envelope in addition to the paper or material on which the majority of the printing, drawing, or writing being transmitted is placed. Examples are postcards, or a number of sheets, folded or unfolded, not necessarily of the same material.

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Space Available Mail

A special postal service for parcels and second-class publications mailed to military personnel overseas. It is not authorized for use on official mail.

Standard penalty indicium

The words "Postage and Fees Paid, (DoD Component), DoD-(number)."

Surcharges

Fees charged in addition to the normal postage on nonstandard mail.

Third-class mail

Matter that is-

- a. Not mailed or required to be mailed as First-Class Mail.
- b. Not mailed as second-class mail.
- c. Weighing less than 16 ounces.



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GUIDE TO COST-EFFECTIVE MAILING FOR DOD OFFICIAL MAIL



DEFINITIONS

Official Mail. Official matter mailed as penalty mail or on which the postage of fees have been prepaid.

Official Matter. Official matter is any item belonging to or exclusively pertaining to the business of the U.S. Government.

OFFICIAL MAIL POLICIES

The United States Postal Service (USPS) shall be used only when it is the least costly transportation method which will meet the required delivery date (RDD), security, and accountability requirements. When mailed, official matter shall move at the lowest postage and fees cost to meet the RDD, security, and accountability requirements.

Official matter becomes official mail when it is postmarked by a distribution center or is placed under USPS control, whichever occurs first. Official matter ceases to be official mail when control passes from USPS or its representatives to someone else.

CLASSES OF MAIL

Express Mail	Fastest and most costly. Use only to prevent mission failure or financial loss.
First-Class	Any mailable item weighing 12 ozs or less. Certain items must be mailed First-Class such as letters, handwritten or typewritten and post/postal cards.
Priority	Any mailable First-Class matter weighing over 12 ozs but less than 70 lbs. Must be marked PRIORITY.
Second-class	For magazines and other periodicals issued at regular, stated frequency of no less than four times per year.
Third-class	For printed matter and parcels under 1 lb. Four ounces or less—same rate as First-Class. Special bulk rates for larger mailings (at least 200 pieces or 50 lbs).
Fourth-class	"Parcel Post." For packages 1 to 70 lbs.

Military Ordinary Mail (MOM). Goes by surface transportation within CONUS and by air transportation overseas. Add MOM to the second-, third-, or fourth-class endorsement on matter having a RDD not allowing sufficient time for surface transportation. Additional postage is not required.

SPECIAL SERVICES

Registered	Provides added protection. Use only if required by law or a directive. Slow and expensive. For use only with First-class and Priority Mail.
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Certified	Provides a receipt to sender and a record of delivery at destination. For use only with First-Class and Priority Mail.
Insured	Numbered insured service provides a method to obtain evidence of mailing and a record of delivery.
Certificate of Mailing	Provides evidence of mailing.
Special Handling	Provides preferential handling to the extent practical in dispatch and transportation, but does not provide special delivery. Applicable to third- and fourth-class mail.

ADDRESSING MAIL

Make sure mailing address is correct.

Use of office symbol reduces mail handling time.

Place city, state, and ZIP + 4 in the last line of the address.

Return address is a must. Use your office symbol and ZIP + 4.

RULES FOR EMPLOYEES

Have personal mail sent to your home, not the office.

Use personal postage to mail job applications, retirement announcements, greeting cards, personal items, etc.

TIPS FOR COST SAVINGS

Mailing 7 sheets or less of bond paper—use letter size envelope.

Manuals, pamphlets, etc., weighing over 4 ozs—mail third-class, special fourth-class rate, bulk rate, or bound printed matter rate.

Mailing several items to one address—cheaper to mail everything in one envelope. Check with your mailroom for activities serviced by consolidated mailings.

Check with your mailroom for activities/agencies within the local area that are serviced by activities/agencies couriers—no postage required.

If you only need evidence that something was mailed -- use Certificate of Mailing.

When possible, use special handling instead of Priority Mail.

**FOR ADDITIONAL INFORMATION AND GUIDANCE
CONTACT YOUR OFFICIAL MAIL MANAGER.**

APPENDIX B